



MEMORANDUM

DATE: May 29, 2008

TO: ALL INTERESTED PARTIES

FROM: STATE PERSONNEL BOARD – Executive Office

SUBJECT: Notice and Agenda for the June 10, 2008, Meeting of the State Personnel Board

PLEASE TAKE NOTICE that on June 10, 2008, at the offices of the California State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, the State Personnel Board will hold its regularly scheduled meeting.

The attached Agenda provides a brief description of each item to be considered in closed or public session. Closed sessions are closed to members of the public. All discussions held in open sessions are open to those interested in attending. Interested members of the public who wish to address the Board on an open session item may request the opportunity to do so.

Should you have questions or wish to obtain a copy of any materials related to items considered in the open sessions, please visit the SPB website at www.spb.ca.gov or contact staff in the Secretariat's Office via mail at State Personnel Board, 801 Capitol Mall, Room 566, Sacramento, California 95814 or by calling (916) 653-1028.

Secretariat's Office

Attachment



CALIFORNIA STATE PERSONNEL BOARD

801 Capitol Mall • Sacramento, California 95814 • www.spb.ca.gov

ARNOLD SCHWARZENEGGER, Governor



BOARD MEETING – JUNE 10, 2008 ¹

**9:00 a.m. – 12:00 p.m.
(Or upon completion of business)**

ALL TIMES ARE APPROXIMATE

Public and Closed Session Location

801 Capitol Mall, Room 150
Sacramento, CA 95814

¹ Sign Language Interpreter will be provided for Board Meeting upon request – contact Secretariat at (916) 653-1028.

OPEN SESSION OF THE STATE PERSONNEL BOARD

9:00 a.m.

- 1. ROLL CALL**
- 2. REPORT OF THE EXECUTIVE OFFICER**
 - Suzanne M. Ambrose
- 3. REPORT OF THE CHIEF COUNSEL**
 - Elise S. Rose
- 4. REPORT ON LEGISLATION**
 - Carol Ong
- 5. REPORT ON THE CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM**
 - Anne Sheehan, Member
- 6. NEW BUSINESS**

Items may be raised by Board Members for scheduling and discussion for future meetings.
- 7. DISCUSSION OF UPCOMING BOARD MEETING SCHEDULED FOR JUNE 24, 2008, IN SACRAMENTO, CALIFORNIA.**
- 8. LIMITED-THREE RANKS LIST TASK FORCE**
 - CA State Personnel Board
 - HR Modernization Project

Representatives from the Limited-Three Ranks List Task Force will provide an update of task force activities and recommend to the Board that a pilot project be initiated for specified classifications.

9:15 a.m.

- 9. ORAL ARGUMENT**

In the matter of **PERSONAL SERVICES CONTRACT NO. 08-04** appeal of the California State Prison Medical Care System Receiver from the Executive Officer's February 14, 2008, disapproval of six personal services contracts for recreational and occupational therapist services.

9:45 a.m.

10. ORAL ARGUMENT

In the matter of **PERSONAL SERVICES CONTRACT NO. 08-07** appeal of the Department of Developmental Services from the Executive Officer's February 27, 2008, disapproval of personal services contracts for janitorial services.

10:15 a.m.

11. HEARING – CALIFORNIA STATE LOTTERY'S CLASSIFICATION PROPOSALS UNDER CONSIDERATION

- California State Lottery
- Department of Personnel Administration
- State Employees International Union (SEIU)
- CA State Personnel Board

The California State Lottery proposes to establish a new classification titled Route Sales Representative and revise their current District Sales Representative classification. A hearing is scheduled due to concerns expressed by the SEIU. This hearing allows all interested parties to address the five-member Board.

10:45 a.m.

12. SELECTION ANALYST CERTIFICATE PRESENTATION

- Sean Harrigan, President
- Suzanne Ambrose, Executive Officer

11:00 a.m.

CLOSED SESSION OF THE STATE PERSONNEL BOARD

13. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, AND OTHER APPEALS

Deliberations to consider matters submitted at prior hearing.
[Government Code Sections 11126(c)(3), 18653(3).]

14. DELIBERATION ON NON-EVIDENTIARY CASES AND ADVERSE ACTIONS, DISCRIMINATION COMPLAINTS, AND OTHER PROPOSED DECISIONS SUBMITTED BY ADMINISTRATIVE LAW JUDGES

Deliberations on proposed, rejected, remanded, and submitted decisions, petitions for rehearing, and other matters related to cases heard by Administrative Law Judges of the State Personnel Board or by the Board itself.

[Government Code sections 11126(c)(3), 18653.]

15. PENDING LITIGATION

Conference with legal counsel to confer with and receive advice regarding pending litigation when discussion in open session would be prejudicial.
[Government Code sections 11126(e)(1), 18653.]

California Highway Patrol, et al. v. State Personnel Board, et al.
Sacramento Superior Court
Case No. 34-2008-00002G14-CU-WM-GDS

California Department Corrections and Rehabilitation, et al. v. State Personnel Board, et al.
Sacramento Superior Court
Case No. 34-2007-00883875-CU-WM-GDS

Patrick McCollum v. State of California
United States District Court, Northern District of California
Case No. C 04-03339 CRB

Plata, et al. v. Schwarzenegger, et al.
Case No. C01-1351 TEH

16. RECOMMENDATIONS TO THE LEGISLATURE

Deliberations on recommendations to the Legislature.
[Government Code section 18653.]

17. RECOMMENDATIONS TO THE GOVERNOR

Deliberations on recommendations to the Governor.
[Government Code section 18653.]

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

BOARD ACTIONS:

18. ADOPTION OF THE STATE PERSONNEL BOARD SUMMARY MINUTES OF THE MAY 13, 2008, BOARD MEETING.

19. WRITTEN STAFF REPORT FOR BOARD ACTION

Government Code section 19683(f) requires the State Personnel Board to provide the Governor and the Legislature with an Annual Report regarding complaints filed and legal actions taken pursuant to SPB's role in the California Whistleblower Protection Act. This report covers the 2007 Calendar year. SPB staff is requesting the Board approve this report for submission to the Governor and Legislature.

20. EVIDENTIARY CASES

A. BOARD CASES SUBMITTED

These items have been taken under submission by the State Personnel Board at a prior meeting.

(1) CASE NO. 07-0850A

Appeal from non-punitive termination

Classification: Clinical Social Worker

Department: Department of Corrections and Rehabilitation

Proposed decision rejected September 24, 2007.

Transcript prepared.

Oral argument set for February 4-5, 2008, Sacramento.

Oral argument continued.

Oral argument set for March 3-4, 2008, Los Angeles.

Oral argument continued.

Oral argument heard April 7, 2008, Sacramento.

Case ready for decision by FULL Board.

(2) CASE NO. 05-3327A

Appeal from dismissal

Classification: Medical Technical Assistant

Department: Department of Corrections and Rehabilitation

Proposed decision rejected July 10, 2007.

Transcript prepared.

Oral argument set for February 4-5, 2008, Sacramento.

Oral argument continued.

Oral argument heard March 4, 2008, Los Angeles.

Case ready for decision by FULL Board.

(3) CASE NO. 06-3747A

Appeal from dismissal

Classification: Parole Agent I

Department: Department of Corrections and Rehabilitation

Proposed decision rejected January 8, 2008.

Transcript prepared.

Oral argument heard May 13, 2008, Sacramento.

Case ready for decision by FULL Board.

B. ORAL ARGUMENTS

These cases will be argued at this meeting or will be considered by the Board in closed session based on written arguments submitted by the parties.

NONE

C. CHIEF COUNSEL RESOLUTIONS, REMANDS, STIPULATIONS, OTHER

CHIEF COUNSEL RESOLUTION

(1) CASE NO. 07-1775

Rejection during probation

Classification: Associate Governmental Program Analyst

Department: Department of Education

COURT REMANDS

(2) CASE NO. 00-1274CR

Appeal from dismissal

Classification: Corporations Counsel

Department: Corporations

D. ADMINISTRATIVE LAW JUDGES' PROPOSED DECISIONS

The Board Administrative Law Judges (ALJ) conduct evidentiary hearings in appeals that include, but are not limited to, adverse actions, medical terminations, demotions, discrimination, reasonable accommodations, and whistleblower complaints.

PROPOSED DECISIONS

These are ALJ proposed decisions submitted to the Board for the first time.

(1) CASE NO. 06-4789

Appeal from dismissal

Classification: Fish and Wildlife Seasonal Aid

Department: Department of Fish and Game

(2) CASE NO. 07-2011

Appeal from dismissal

Classification: Fish and Game Warden

Department: Department of Fish and Game

- (3) **CASE NO. 07-3802**
Appeal from suspension for 45 working days
Classification: Senior Transportation Planner
Department: Department of Transportation
- (4) **CASE NO. 06-0446**
Appeal from dismissal
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (5) **CASE NO. 07-0825**
Appeal from non-punitive termination
Classification: Staff Psychologist
Department: Department of Corrections and Rehabilitation
- (6) **CASE NO. 07-1612**
Appeal from five-percent reduction in salary for six pay periods
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (7) **CASE NO. 06-4738**
Appeal from five-percent reduction in salary for six months
Classification: Parole Agent I
Department: Department of Corrections and Rehabilitation
- (8) **CASE NO. 07-2608**
Appeal from five-percent reduction in salary for nine months
Classification: Office Technician
Department: Department of Corrections and Rehabilitation
- (9) **CASE NO. 06-2940E**
Appeal from discrimination complaint
Classification: Academic Teacher
Department: Department of Corrections and Rehabilitation

- (10) **CASE NO. 07-4237**
Appeal from formal reprimand
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (11) **CASE NO. 06-0719**
Appeals from dismissal
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (12) **CASE NO. 07-2792**
Appeal from suspension for 12 work days
Classification: Parole Agent III
Department: Department of Corrections and Rehabilitation
- (13) **CASE NO. 07-0038**
Appeal from 12 working days suspension
Classification: Correctional Lieutenant
Department: Department of Corrections and Rehabilitation

PROPOSED DECISIONS AFTER SPB ARBITRATION

NONE

PROPOSED DECISIONS AFTER BOARD REMAND

- (14) **CASE NO. 04-1469R**
Appeal from non-punitive termination
Classification: Heavy Equipment Mechanic
Department: Department of Transportation

E. PETITIONS FOR REHEARING

ALJ PROPOSED DECISIONS ADOPTED BY THE BOARD

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a case already decided by the Board.

- (1) **CASE NO. 07-2246P**
Appeal from dismissal
Classification: Registered Nurse
Department: Department of Corrections and Rehabilitation

WHISTLEBLOWER NOTICE OF FINDINGS

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a case previously decided pursuant to Government Code, section 19683 et seq. and Title 2, California Code of Regulations, section 56 et seq.

NONE

F. PENDING BOARD REVIEW

These cases are pending preparation of transcripts, briefs, or the setting of oral argument before the Board.

- (1) **CASE NO. 06-0817A**
Appeal from dismissal
Classification: Industrial Relations Counsel IV
Department: Department of Industrial Relations

Proposed decision rejected May 25, 2008.
Transcript prepared.
Oral argument set for June 9-10, 2008, Sacramento.
Oral argument continued.
Oral argument set for July 7-8, 2008, Sacramento.

- (2) **CASE NO. 06-2737PA**
Appeal from dismissal
Classification: Correctional Sergeant
Department: Department of Corrections and Rehabilitation

Petition for rehearing granted April 22, 2008.
Transcripts prepared.

- (3) **CASE NO. 07-2189A**
Appeal from non-punitive termination
Classification: Vocational Instructor (Welding), Correctional Facility.
Department: Department of Corrections and Rehabilitation

Proposed decision rejected March 4, 2008.
Transcript prepared.
Oral argument set for June 9-10, 2008, Sacramento.
Oral argument continued.

(4) CASE NO. 07-2966E

Appeal from discrimination complaint
Classification: Environmental Planner
Department: Department of Transportation

Case taken under submission at the April 22, 2008 Board meeting.
Proposed decision rejected May 13, 2008.
Pending transcripts.

(5) CASE NO. 07-4470

Appeal from twenty-two working days suspension
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation

Proposed decision rejected May 13, 2008.

(6) CASE NO. 07-2581

Appeal from rejection during probation
Classification: Correctional Officer Cadet
Department: Department of Corrections and Rehabilitation

Proposed decision rejected on May 13, 2008.

(7) CASE NO. 07-1295

Appeal from dismissal
Classification: Fire Apparatus Engineer-Paramedic
Department: Department of Forestry and Protection

Proposed decision rejected on May 13, 2008.
Pending transcripts.

**21. RESOLUTION EXTENDING TIME PURSUANT TO GOVERNMENT
CODE SECTION 18671.1**

22. NON-EVIDENTIARY CASES

A. WITHHOLD APPEALS

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

WITHHOLD FROM CERTIFICATION
CASES HEARD BY A STAFF HEARING OFFICER

NONE

WITHHOLD FROM CERTIFICATION
CASES NOT HEARD BY A STAFF HEARING OFFICER

- (1) CASE NO. 06-2767N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; DUI citation within five years of application.
- (2) CASE NO. 06-3537N**
Department: Department of Corrections and Rehabilitation
Classification: Correctional Officer
Issue: Suitability; failure to provide honest and accurate information.
- (3) CASE NO. 06-3872N** (Remanded from 4-7-08 Board)
Classification: Cadet
Department: California Highway Patrol
Issue: Suitability; omitting significant and pertinent information during the selection process.
- (4) CASE NO. 06-3420N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; illegal drug use.
- (5) CASE NO. 06-3358N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; illegal drug use.

- (6) CASE NO. 06-3655N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; failure to disclose his reprimands, motor vehicle accidents and extended leaves of absences.
- (7) CASE NO. 06-3612N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; a negative law enforcement contact, and furnishing inaccurate information.
- (8) CASE NO. 06-4779N**
Department: Department of Corrections and Rehabilitation
Classification: Correctional Officer
Issue: Suitability; multiple terminations for cause.
- (9) CASE NO. 06-3211N (Remanded from 4-7-08 Board)**
Department: Department of Corrections and Rehabilitation
Classification: Correctional Officer
Issue: Suitability; pending civil lawsuit.
- (10) CASE NO. 06-3203N**
Classification: Office Technician (Typing)
Department: California Highway Patrol
Issue: Suitability; illegal drug use and failure to provide honest and accurate information.
- (11) CASE NO. 06-3271N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; gang affiliation and illegal drug use.
- (12) CASE NO. 06-3719N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; negative employment history and negative law enforcement contacts.
- (13) CASE NO. 06-3619N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; failure to provide honest and accurate employment information.

June 10, 2008

(14) CASE NO. 06-3867N

Classification: Correctional Officer

Department: Department of Corrections and Rehabilitation

Issue: Suitability; illegal drug use.

(15) CASE NO. 06-3857N

Classification: Correctional Officer

Department: Department of Corrections and Rehabilitation

Issue: Suitability; providing inaccurate information and a negative driving history.

(16) CASE NO. 06-3268N

Classification: Correctional Officer

Department: Department of Corrections and Rehabilitation

Issue: Suitability; committed the felonious act of Assault with a Deadly Weapon.

(17) CASE NO. 06-2939N

Classification: Correctional Officer

Department: Department of Corrections and Rehabilitation

Issue: Suitability; providing inaccurate information and omitting pertinent information.

(18) CASE NO. 06-4598N

Classification: Associate Governmental Program Analyst

Department: Department of Aging

Issue: Suitability; does not meet the minimum qualifications.

B. MEDICAL AND PSYCHOLOGICAL SCREENING APPEALS

Cases heard by a Staff Hearing Panel comprised of a managerial staff member of the State Personnel Board and a medical professional. The Board will be presented recommendations by a Hearing Panel on each appeal.

NONE

C. EXAMINATION APPEALS, MINIMUM QUALIFICATIONS, MERIT ISSUE COMPLAINTS

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

NONE

June 10, 2008

D. RULE 211 APPEALS, RULE 212 OUT OF CLASS APPEALS, VOIDED APPOINTMENT APPEALS

Cases heard by a Staff Hearing Officer, or a managerial staff member of the State Personnel Board. The Board will be presented recommendations by a Staff Hearing Officer for final decision on each appeal.

NONE

E. REQUEST TO FILE CHARGES CASES, PETITION FOR REHEARING

Investigated by Appeals Division staff. The Board will be presented recommendations by Appeals Division staff for final decision on each request.

NONE

23. NON-HEARING AGENDA

The following proposals are made to the State Personnel Board by either the Board staff or Department of Personnel Administration staff. It is anticipated that the Board will act on these proposals without a hearing. Anyone with concerns or opposition to any of these proposals should submit a written notice to the Executive Officer clearly stating the nature of the concern or opposition. Such notice should explain how the issue in dispute is a merit employment matter within the Board's scope of authority as set forth in the State Civil Service Act (Government Code section 18500 et seq.) and Article VII of the California Constitution. Matters within the Board's scope of authority include, but are not limited to, personnel selection, employee status, discrimination and affirmative action. Matters outside the Board's scope of authority include, but are not limited to, compensation, employee benefits, position allocation, and organization structure. Such notice must be received not later than close of business on the Wednesday before the Board meeting at which the proposal is scheduled. Such notice from an exclusive bargaining representative will not be entertained after this deadline, provided the representative has received advance notice of the classification proposal pursuant to the applicable memorandum of understanding. In investigating matters outlined above, the Executive Officer shall act as the Board's authorized representative and recommend that the Board either act on the proposals as submitted without a hearing or schedule the items for a hearing, including a staff recommendation on resolution of the merit issues in dispute.

A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.

CAL FIRE TRANSFER OF HALF MOON BAY FIRE DISTRICT EMPLOYEES

The Department of Forestry and Fire Protection (CAL FIRE) requests that the Half Moon Bay District employees be transferred into State civil service. Staff recommends that the Board adopt the attached resolution.

B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES.

THE DEPARTMENT OF PERSONNEL ADMINISTRATION AND STATE PERSONNEL BOARD propose to abolish the following unused classifications, which have been vacant for more than twenty-four months. Departments that utilize the class as well as the appropriate union have no objection to the abolishment of these classes. When classes are proposed to be abolished which are part of a class series, and other classes within the series will continue to be used, the class specification is included in the board item.

Title	Class Code
• Assistant Director of Child Development	2830
• Program Consultant (Nursing)	7374
• Program Consultant (Psychology)	7375
• Program Consultant (Teaching)	7378
• Senior Fair Employment and Housing Counsel (Supervisor)	6065
• Chief Administrative Law Judge, PERB, CEA	6129
• Supervising State Financial Examiner I	4131
• Supervising State Financial Examiner II	4130
• Supervising State Financial Examiner III	4164
• Program Director – Medical-	7601
• Office of Program Review Consultant (Medical), State Hospitals	7606
• Superintendent Diagnostic School for Neurologically Handicapped Children	9685

24. CAREER EXECUTIVE ASSIGNMENT (CEA) CATEGORY ACTIVITY

This section of the Agenda serves to inform interested individuals and departments of proposed and approved CEA position actions.

The first section lists position actions that have been proposed and are currently under consideration.

Any parties having concerns with the merits of a proposed CEA position action should submit their concerns in writing to the Classification and Compensation Division of the Department of Personnel Administration, the Merit Operations Division of the State Personnel Board, and the department proposing the action.

To assure adequate time to consider objections to a CEA position action, issues should be presented immediately upon receipt of the State Personnel Board Agenda in which the proposed position action is noticed as being under consideration, and generally no later than a week to ten days after its publication.

In cases where a merit issue has been raised regarding a proposed CEA position action and the dispute cannot be resolved, a hearing before the five-member Board may be scheduled. If no merit issues are raised regarding a proposed CEA position action, and the State Personnel Board approves it, the action becomes effective without further action by the Board.

The second section of this portion of the Agenda reports those position actions that have been approved. They are effective as of the date they were approved by the Executive Officer of the State Personnel Board.

A. REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS CURRENTLY UNDER CONSIDERATION

(1) CHIEF, STRATEGIC PLANNING AND EVALUATION

The Department of Corrections and Rehabilitation, Plata Medical Services propose to allocate the above position to the CEA category. The Chief, Strategic Planning and Evaluation is responsible for the overall planning, organization, monitoring, and documentation of the Receiver's Strategic Plan and medical initiatives. The incumbent will provide executive leadership, formulate, modify, recommend, and implement policy as well as oversee the development of performance measures and project deliverables and serve as the Receiver's key

June 10, 2008

contact for communication of the Strategic Plan's direction, issues, and status.

(2) PENSION SYSTEM RESUMPTION EMPLOYER READINESS PROJECT MANAGER

CalPERS propose to allocate the above position to the CEA category. The CEA position will serve as the Project Manager of the Pension System Resumption Employer Readiness (PER) Project. The PER Project is tasked with preparing CalPERS' 3,500 member agencies for the changes that will be brought about by the Pension System Resumption (PSR) Project. The PER Project will transition CalPERS contracted employers to the new business environment created by the PSR Project.

(3) DEPUTY CHIEF INFORMATION OFFICER

The Department of Corrections and Rehabilitation, Plata Health Care Services propose to allocate the above position to the CEA category. The Deputy Chief Information Officer (CIO) provides support for the business of the Receivership by assisting the CIO in establishing policies and procedures to carry out mission critical goals and objectives and is responsible for Health Care Services' information technology infrastructure and services including statewide internet and intranet infrastructure, enterprise electronic communications services, management information systems, technology asset management and its security.

(4) LEAD SCIENTIST, INTERAGENCY ECOLOGICAL PROGRAM

The Resources Agency's CALFED Bay-Delta Program propose to allocate the above position to the CEA category. This position will address current water management strategies with specific focus on ecological information and scientific leadership. The CEA position is a high-level policy influencing position that coordinates with 9 state/federal agencies, as well as stakeholders.

(5) E-SERVICES PROGRAM MANAGER

The California Department of Public Health propose to allocate the above position to the CEA category. The position will be responsible for developing, implementing, and administering the web-based information technologies, services, and application information systems while

developing policies and procedures that govern web-based system development within the CDPH and external customers.

B. EXECUTIVE OFFICER DECISIONS REGARDING REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS

(1) CHIEF OF BUDGETS

The Department of Forestry and Fire Protection's request to allocate the above position was approved effective May 2, 2008.

(2) ASSISTANT SECRETARY FOR EDUCATION AND QUALITY

The Air Resources Board's request to allocate the above position was approved effective May 2, 2008.

(3) CHIEF, OFFICE OF STRATEGIC PLANNING AND POLICY

The Department of Mental Health's request to allocate the above position was approved effective May 2, 2008.

(4) CHIEF, ENTERPRISE IT PLANNING, POLICIES AND OVERSIGHT OFFICE

The Department of Motor Vehicles' request to allocate the above position was approved effective May 2, 2008.

(5) DEPUTY DIRECTOR, INFORMATION SYSTEMS DIVISION

The Department of Motor Vehicles' request to allocate the above position was approved effective May 2, 2008

(6) ASSISTANT GENERAL MANAGER, ADMINISTRATION DIVISION

The California Prison Industry Authority's request to allocate the above position was approved effective May 2, 2008.

(7) ASSISTANT GENERAL MANAGER, MARKETING DIVISION

The California Prison Industry Authority's request to allocate the above position was approved effective May 2, 2008.

**(8) DEPUTY DIRECTOR, ENGINEERING SERVICES,
FACILITIES MANAGEMENT**

The Department of Corrections and Rehabilitation's request to allocate the above position was approved effective May 2, 2008.

**(9) DEPUTY DIRECTOR, MAINTENANCE SERVICES
BRANCH, FACILITIES MANAGEMENT**

The Department of Corrections and Rehabilitation's request to allocate the above position was approved effective May 2, 2008.

**(10) CHIEF, OFFICE OF HUMAN CAPITAL AND
WORKPLACE INNOVATION**

The Department of Toxic Substances Control's request to allocate the above position was approved effective May 2, 2008.

(11) ASSISTANT SECRETARY FOR HUMAN RESOURCES

The Department of Veterans Affairs' request to allocate the above position was approved effective May 2, 2008.

(12) ASSISTANT DEPUTY SECRETARY FOR FINANCE

The Department of Veterans Affairs' request to allocate the above position was approved effective May 2, 2008.

**(13) ASSISTANT DEPUTY SECRETARY CAPITAL ASSETS
AND FACILITIES MANAGEMENT**

The Department of Veterans Affairs' request to allocate the above position was approved effective May 2, 2008.

**(14) ASSISTANT DEPUTY DIRECTOR, CONSOLIDATED
CARE CENTERS**

The Department of Corrections and Rehabilitation's request to allocate the above position was approved effective May 2, 2008.

(15) CHIEF INFORMATION OFFICER

The Department of Motor Vehicles' request to allocate the above position was approved effective May 2, 2008.

**(16) STATE CONTROLLER'S OFFICE PARTNER BUSINESS
EXECUTIVE**

FISCAL's request to allocate the above position was approved effective May 16, 2008.

- (17) PROJECT DIRECTOR**
FISCAL's request to allocate the above position was approved effective May 16, 2008.
- (18) DEPUTY PROJECT DIRECTOR, ADMINISTRATION**
FISCAL's request to allocate the above position was approved effective May 16, 2008.
- (19) DEPUTY PROJECT DIRECTOR, ORGANIZATIONAL CHANGE MANAGEMENT**
FISCAL's request to allocate the above position was approved effective May 16, 2008.
- (20) DEPUTY PROJECT DIRECTOR TECHNOLOGY**
FISCAL's request to allocate the above position was approved effective May 16, 2008.
- (21) STATE TREASURER'S OFFICE PARTNER BUSINESS EXECUTIVE**
FISCAL's request to allocate the above position was approved effective May 16, 2008.
- (22) FUNCTIONAL SERVICES AND SUPPORT EXECUTIVE**
FISCAL's request to allocate the above position was approved effective May 16, 2008.
- (23) INFORMATION SECURITY OFFICER**
FISCAL's request to allocate the above position was approved effective May 16, 2008.
- (24) DEPUTY PROJECT DIRECTOR, BUSINESS**
FISCAL's request to allocate the above position was approved effective May 16, 2008.
- (25) DEPARTMENT OF FINANCE PARTNER BUSINESS EXECUTIVE**
FISCAL's request to allocate the above position was approved effective May 16, 2008.
- (26) DEPARTMENT OF GENERAL SERVICES PARTNER BUSINESS EXECUTIVE**
FISCAL's request to allocate the above position was approved effective May 16, 2008.

(27) DIRECTOR OF MARKETING

The California Housing Finance Agency's request to allocate the above position was approved effective May 19, 2008.

(28) CHIEF, PSYCHOLOGICAL SCREENING

The State Personnel Board's request to allocate the above position was approved effective May 16, 2008.

(29) CHIEF, LICENSING SERVICES DIVISION

The Department of Insurance's request to allocate the above position was approved effective May 16, 2008.

(30) AGENCY INFORMATION OFFICER

The Labor and Workforce Development Agency's request to allocate the above position was approved effective May 16, 2008.

A D J O U R N M E N T



MEMORANDUM

DATE: June 10, 2008

TO: STATE PERSONNEL BOARD

FROM: MIKE STRAZZO, Merit Operations Division

SUBJECT: HEARING AGENDA ITEM FOR BOARD ACTION

A. HEARING – CALIFORNIA STATE LOTTERY’S CLASSIFICATION PROPOSALS UNDER CONSIDERATION

The California State Lottery proposes to establish a new classification titled Route Sales Representative and revise their current District Sales Representative classification. A hearing is scheduled due to concerns expressed by the SEIU. This hearing allows all interested parties to address the five-member Board.

TO: STATE PERSONNEL BOARD

FROM: Nicole Holtzman, Personnel Program Analyst
Department of Personnel Administration

REVIEWED BY: Belinda Collins, Chief of Classification and Compensation Division
Department of Personnel Administration

SUBJECT: The California State Lottery (CSL) proposes (1) establishment of a deep class titled Route Sales Representative (RSR) with a 12-month probationary period, (2) an exception to SPB Rule 431 for the deep class of RSR, and (3) adoption of an Alternate Range Criteria for RSR.

REASON FOR HEARING:

The California State Lottery (CSL) proposes establishment of a new deep class titled Route Sales Representative (RSR) with two ranges (Range A and B). CSL is currently initiating a new business model for certain retail outlets. Under the new model, CSL staff, rather than the retailer staff, will perform the in-store functions involved with selling lottery products to the public. As described further in Part B, this identified work supports the need for the RSR classification.

This board item has been scheduled for hearing due to concerns expressed by the State Employees International Union (SEIU), which are outlined in a separate letter. This hearing is to allow the Board to hear from CSL and other interested members of the public before reaching a final decision.

CONSULTED WITH:

Daphne Baldwin, State Personnel Board
Sandra Sales, State Personnel Board
Debbie True, Department of Personnel Administration, Labor Relations Officer
Cassandra Lichnock, California State Lottery, Chief of Personnel
Brandee Taylor, California State Lottery, Labor Relations Officer
Karen Flores-Jude, California State Lottery, Personnel Analyst
Tricia Metzger, California State Lottery, Deputy Director of Sales
Art Grubel, State Employees International Union (SEIU)

In accordance with the terms of the DPA/Bargaining Unit 1 contract, DPA has notified the union in writing of this proposal. DPA has also notified the Supervisory and Employee Organization in writing of this proposal.

CLASSIFICATION CONSIDERATIONS:
Please see Part B attached.

RECOMMENDATIONS:

1. That the deep class of Route Sales Representative, Range A and B be established; the proposed specification for the class as shown in this calendar be adopted; and the probationary period be 12 months.
2. That Footnote 21 be added to Route Sales Representative, designating it as a deep class; and
3. That an exception to State Personnel Board Rule 431 be adopted for the establishment of the deep class of Route Sales Representative and that the proposed Alternate Range Criteria 468 for the class of Route Sales Representative, Ranges A and B, as shown below be established.

Alternate Range Criteria 468

Range A. This range shall apply to persons who do not meet the criteria for Range B.

Range B. This range shall apply to persons who have either:

Satisfactorily completed 12 months' experience performing the duties of a Route Sales Representative, Range A. or

Experience: Two years' sales experience. and

Education: Successful completion of 60 semester units of study from a State accredited college or comparable institution, preferably with significant course work in one or more of the following areas; marketing, public speaking, writing, information technology, merchandising, statistics and/or accounting. (Additional qualifying experience or education may be substituted for the required education or experience on a year-for-year basis.) or

Education: Equivalent to graduation from college with a Bachelor's Degree, preferably with course work in business and marketing.

When the requirements for a particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.676.

RESOLUTIONS

4. That the following resolutions be adopted on June 10, 2008:

WHEREAS, the State Personnel Board on June 10, 2008 established the specification for the class of Route Sales Representative, Ranges A and B with a 12-month probationary period; and

WHEREAS, Footnote 21 was added to the class of Route Sales Representative to designate it as a deep class; and

WHEREAS, Title 2, California Code of Regulation, Section 431 states "Unless otherwise provided by resolution of the Board, the maximum rate of the lowest salary range currently authorized for a class is used to make salary comparisons"; and

WHEREAS, alternate ranges within the new class of Route Sales Representative are being established parallel to the existing class Workers' Compensation Insurance Technician, Range A and Workers' Compensation Insurance Technician, Range B; and

WHEREAS, placement in the alternate range of the class of Route Sales Representative represents recognition of a higher level of knowledge, skill, ability, experience, or eligibility which each appointee can acquire through experience in the class of Route Sales Representative; and

WHEREAS, as the result of a permanent appointment to each alternate range, an appointee gains status in the range to which he/she is appointed, as though each range is a separate class by qualifying for placement in that range through transfer, reinstatement, demotion, or satisfying the alternate range criteria: Therefore be it

RESOLVED, That salary Ranges A and B for the class of Route Sales Representative, may be used individually as if each represents the salary range of a separate class to make salary comparisons for discretionary actions between the class of Route Sales Representative and other classes; and be it further

RESOLVED, That for the class of Route Sales Representative, the maximum currently authorized for Range B of the class shall be the salary range used to make salary comparisons for mandatory actions.

B. CLASSIFICATION CONSIDERATIONS

BACKGROUND

1. Provide some historical perspective about the organizational setting of the subject class and the needs this proposal addresses.

The proposed classification will be used in the Sales Division of the California State Lottery (CSL).

The CSL was created in 1984 to operate a State lottery that was approved by the voters to raise funds for education. Since that time, the CSL has created a wide variety of lottery games, falling into three main product lines; scratcher games, target games, and on-line games.

The lottery games are marketed to the playing public through a large number and wide variety of commercial outlets, including grocery stores, convenience stores, gas station marts, drug stores, and liquor stores. These outlets are recruited and serviced by the CSL Sales Division staff, the bulk of whom are the approximately 130 District Sales Representatives (DSRs) working out of nine field offices.

Under the CSL's traditional business model, the store personnel working for lottery retailers perform the day-to-day work associated with selling lottery products to the public. This includes keeping vending bins full of scratcher tickets, ensuring the draw game ticket stock never runs out, collecting cash from lottery vending machines, and maintaining play brochures, slips, and other materials in sufficient supply.

Working in assigned geographic regions, the DSRs oversee and support this activity by making professional sales calls on lottery retailers, distributing point of sale material and providing merchandising expertise, analyzing sales activities and developing plans to increase sales, developing new accounts and recruiting new retailers, resolving lottery retailer problems, and ensuring that retailer activities are consistent with CSL policies and procedures.

The CSL is currently initiating a new business model for certain retail outlets. Under it, CSL staff, rather than the retailer staff, will perform the in-store functions involved with selling lottery products to the public. As will be described below, this raises the need for the Route Sales Representative classification.

The need for this new business model came about when CVS Corporation, the second largest drugstore chain in the country, purchased approximately 50 Savon drugstores in California, which were currently selling lottery products. CVS had not sold lottery products in its stores up to that point, and was reluctant to have its staff in the former Savon stores continue doing this.

To avoid losing its outlets in these stores, and to open the potential of selling lottery products in other CVS stores (there are 361 CVS stores in California), the CSL worked with CVS to develop a model for selling lottery products in a way that minimized the involvement of CVS personnel. This model will likely be attractive to other retail chains, and, therefore, could be viable strategy for further increasing sales of lottery products.

CSL proposes the establishment of the new class of Route Sales Representative because there is no current classification that appropriately covers the range of work that will be performed by the Route Sales Representative positions. This would be a two-range deep class, with Range A being the basic entry level, and Range B being the more experienced, journey level.

CLASSIFICATION CONSIDERATIONS

2. What class will the subject class report to?

Incumbents in the RSR class will report to a District Sales Supervisor in their assigned field office.

3. Will the subject class supervise? If so, what classes?

The RSR class does not have any supervisory responsibility.

4. What are the duties of the subject class?

Under the new business model, the basic parameters for in-store merchandising will be set through a master agreement between the CSL and the participating retailer. Under the terms of that agreement, the Route Sales Representative will make regularly scheduled service calls to stores to:

- Distribute point-of-sale materials and advise on their placement.
- Monitor Scratcher inventory trends to determine the best product mix for each location and order, deliver, and stock Scratcher ticket inventories.
- Maintain ticket stock for draw games.
- Collect and reconcile money from vending machines, and ensure that monies are accurately recorded and agreed upon by the retailer.
- Train store personnel and answer questions from the public on lottery games.
- Resolve problems with retailers concerning equipment malfunctions and customer service issues.

- Ensure that lottery product sales are conducted in a manner consistent with CSL requirements and policies and gather information on suspected violations for further investigation by CSL security staff.
- Run reports and maintain records relating to lottery product sales.
- Maintain contact with headquarters staff concerning material support and financial processing.

As covered in the methodology statement accompanying these Classification Considerations, these tasks were identified through a process involving the use of subject matter experts, who ensured that all significant tasks were identified and correctly stated. These experts also rated the criticality of each task, as well as the frequency with which it is performed.

5. What is the decision-making responsibility of the subject class?

Incumbents in this class will review lottery product sales and, from that, will decide on the best product mix for each sales location. They will determine what the restocking needs are for each of their assigned locations, and will decide when to reorder lottery tickets and supplies.

RSR incumbents will also decide how to resolve problems with retailers regarding equipment malfunctions and customer service problems, and will determine when these problems need to be referred to higher authority. Finally, they will decide when irregularities constitute violations of CSL rules and procedures, and when they warrant referral for further investigation.

6. What would be the consequence of error if incumbents in the subject class did not perform their job? (Program problems, lost funding, public safety compromised, etc.)

Errors in determining appropriate product mix and restocking could lead to a lack of lottery products and materials at the sales site, which would cause a loss of sales, as well as potential customer relations problems. If lottery tickets were lost, the security of lottery operations would be compromised. And if violations of CSL rules and procedures were not detected, the integrity of lottery operations might be damaged.

If problems with lottery retailers were not resolved satisfactorily, lottery sales might diminish and/or lottery retail outlets might be lost. If store personnel were not properly trained on lottery products and games, sales could diminish and customer relations problems would likely increase.

7. What are the analytical requirements of incumbents in this class?

Incumbents analyze sales trends for the various lottery products and locations to determine the proper mix of lottery products for each location. This includes analysis to determine how much of each product will be stocked at each location, and how prominently it will be displayed.

Incumbents analyze discrepancies involved with reconciling cash receipts with sales and inventory to determine their cause and the proper course of action to resolve them. They also analyze vendor problems to determine how to resolve them. Finally, they analyze irregularities in lottery sales operations to determine if they violate CSL rules and procedures and, if so, to decide whether to refer them for further investigation.

8. What are the purpose, type, and level of contacts incumbents in the subject class make?

Incumbents have contact with store staff and managers for the purpose of turning over and reconciling lottery vending machine cash collections, discussing and resolving problems with machine malfunctions and customer service, and providing information and training on lottery products/games.

When incumbents are approached by the general public, they answer questions about lottery games and products.

Incumbents have contact with various CSL headquarters staff to discuss a variety of issues, including material support, financial accounting and processing, and security.

NEED FOR NEW CLASS

9. For new classes only: What existing classes were considered and why were they not appropriate?

DSR is the only state classification currently covering working-level positions performing field sales work for the CSL. However, CSL concluded that using this class for route sales representative jobs was not appropriate because:

- The DSRs have a wide range of discretion in working with lottery retailers to determine the best merchandising strategies for lottery products. The Route Sales Representatives are more limited in this respect, since the master agreements under which they will be working will cover most of this.
- Recruiting new sales outlets is an important part of the DSR job. The Route Sales Representatives will not do this.
- A core part of the Route Sales Representative job will be performing the in-store work involved with selling lottery products to the public, such as stocking

machines, taking money from machines and accounting for it, etc. The DSRs do not do this.

MINIMUM QUALIFICATIONS

10. What are the proposed minimum qualifications of the subject class and why are they appropriate? (Include inside and outside experience patterns.)

After consultation with its subject matter experts, the CSL proposes the following minimum qualifications for Route Sales Representative:

Experience: Two years of sales experience; or,

Education: Successful completion of 60 semester units of study from a State accredited college or comparable institution, preferably with significant course work in one or more of the following areas; marketing, public speaking, writing, information technology, merchandising, statistics and/or accounting. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

The sales experience requirement relates to the need for incumbents in the proposed class to be familiar with the retail environment in which they will be working, and to be able to deal effectively with store personnel and lottery customers. Experience within the CSL as a Lottery Ticket Sales Specialist would meet this requirement.

The preferred courses of study within the education requirement relate to essential job functions, including making good merchandising decisions on stocking and arranging lottery tickets, supplies, and point-of-sale promotional materials; making the oral presentations involved with training store personnel on lottery games and promotions; preparing reports on lottery problems and potential violations; counting and reconciling money from lottery machines and keeping records/preparing reports on lottery product sales; and using the lottery terminals to prepare reports and solve problems.

In proposing these minimum qualifications, the CSL also considered existing minimum qualifications for similar or related classes, as follows:

- The proposed minimum qualifications are comparable to those for Lottery Ticket Sales Specialist (two years of wholesale sales experience). This is appropriate because both classes are involved in lottery product sales at a technician level. Allowing retail experience to qualify for the RSR class is appropriate, since these positions will work in a retail store environment.
- The proposed minimum qualifications are also comparable to those for Workers' Compensation Insurance Technician (two years of Office Assistant, Range B; three years of customer relations/services experience, etc.; or 60 semester/90

quarter units of college. This is appropriate because both classes are at the technician level with concepts that include sales and customer service.

- The proposed minimum qualifications are somewhat less than those proposed in a related submission for the class of District Sales Representative (graduation from college, with a provision for substituting retail management or wholesale sales experience on a year-for-year basis). This is appropriate, since the DSR class is at the full professional level, with significant responsibility for developing new business and marketing strategies.

The CSL has also developed proposed knowledge and ability requirements for the RSR class, which are outlined in the class specification being submitted with this proposal. As described in the methodology statement included with this submission, these were developed with the assistance of subject matter experts who ensured that the knowledge and abilities required to perform the tasks associated with this class were fully identified and accurately stated. The subject matter experts also rated each required knowledge and ability for necessity and criticality, and then linked each of them to the tasks identified for the RSR class. The rating process also involved consideration of which tasks were essential.

The CSL is also proposing special personal characteristics (integrity, tact, willingness to travel, etc.) that are consistent with those already in existence for the DSR class. Finally, CSL is proposing a felony disqualification, consistent with current law governing employment at CSL.

PROBATIONARY PERIOD

11. If a probationary period other than six months is proposed, what is the rationale?

The CSL proposes a 12-month probationary period for this class. CSL proposes a 12-month probation for the RSR class for the following reasons: performs work that cannot be effectively evaluated in six months; specialized knowledge required; variety in which the effectiveness of assigned duties performed cannot be evaluated on a day-to-day basis; requires travel/field work with limited supervision; structured training program.

STATUS CONSIDERATIONS

12. What is the impact on current employees?

The RSR duties are currently being performed by a permanent intermittent DSR pending the establishment of this class. When the RSR class is established, CSL anticipates that the incumbent will move to a regular DSR assignment.

13. Will current employees move by examination, transfer, reallocation, split-off, etc? Explain rationale.

As noted in Item 12, the current incumbent is not expected to move to the RSR class. It is anticipated that CSL will develop and administer an examination for the new class.

CONSULTED WITH:

14. In addition to the departmental contacts listed on the cover sheet, list the names and affiliations of persons who were contacted during the development of this proposal.

Al Alvarado, Key Accounts Manager, CSL Headquarters
Mike Kilpatrick, Chief, Southern Field Operations, CSL
Karl Levine, District Sales Supervisor, Santa Fe Springs Office, CSL
James Scott, District Sales Supervisor, Santa Fe Springs Office, CSL
Bob Vonada, District Sales Supervisor, Santa Ana Office, CSL
Karen Alejo, Consultant, Cooperative Personnel Services
Peter Strom, Consultant, Cooperative Personnel Services

ALTERNATE RANGE CRITERIA 468

Established 6/10/08

Range A. This range shall apply to persons who do not meet the criteria for Range B.

Range B. This range shall apply to persons who have either:

Satisfactorily completed 12 months' experience performing the duties of a Route Sales Representative, Range A. or

Experience: Two years' sales experience. and

Education: Successful completion of 60 semester units of study from a State accredited college or comparable institution, preferably with significant course work in one or more of the following areas; marketing, public speaking, writing, information technology, merchandising, statistics and/or accounting. (Additional qualifying experience or education may be substituted for the required education or experience on a year-for-year basis.) or

Education: Equivalent to graduation from college with a Bachelor's Degree, preferably with course work in business and marketing.

When the requirements for a particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.676.

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

Schematic Code:	KB30
Class Code:	1791
Established:	_____
Revised:	--
Title Changed:	--

ROUTE SALES REPRESENTATIVE

DEFINITION

Under general direction, incumbents in this class have a primary public relations role to develop and maintain a positive public perception of the fairness and honesty of the California State Lottery (CSL). Incumbents perform the in-store functions involved with selling CSL products to the public through retail outlets within designated geographic areas of the State, service assigned accounts, and to do other related work. This deep class includes ranges for the entry and journey level.

At the entry level of Range A, incumbents function in a training capacity while learning how to effectively distribute and place point-of-sale materials; monitor Scratchers inventory trends; collect and reconcile money; train store personnel on Lottery games; and ensure Lottery product sales are conducted in a manner consistent with CSL policies.

Incumbents at the journey level of Range B will be expected to demonstrate a broader knowledge of the retail environment, merchandising strategies, and CSL policies.

TYPICAL TASKS

Incumbents promote, evaluate, analyze, and monitor the sale of CSL products to specific retail outlets in designated territories through personal contact in the field. Incumbents distribute point-of-sale (POS) materials and advise on their placement; monitor Scratcher inventory trends to determine the best product mix for each location and order, deliver, and stock Scratcher ticket inventories; maintain ticket stock for draw games; collect and reconcile money from CSL vending machines; ensure monies are accurately recorded and agreed upon by the retailer; resolve problems with retailers relating to equipment malfunctions and customer service issues; answer questions from consumers on use of CSL equipment; ensure that all CSL products are sold in a secure manner and in accordance with CSL policy; maintain frequent, to daily, contact with district office support staff; using on-site equipment run electronic reports and transmit to CSL Headquarters; train store personnel on CSL games, equipment, and promotions; maintain vehicle records; maintain accurate electronic

and/or hard copy records of retailer contacts/schedule visits; and gather initial information about suspected violations of State laws or CSL policies and forward to appropriate parties.

MINIMUM QUALIFICATIONS

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.

and
Either I

Experience: Two years of sales experience.

Or II

Education: Completion of 60 semester units of study given by a recognized institution, preferably with significant course work in one or more of the following areas: marketing, public speaking, writing, information technology, merchandising, statistics, and/or accounting. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

Knowledge of: Utilizing POS materials and display techniques; basic personal computer and terminal operation; and principles and practices of in-store product marketing, merchandising, and promotions.

Ability to: Work independently; use tact and good judgment in dealing with the public; establish and maintain good working relationships with store personnel and CSL staff contacted in the course of work; safely operate a motor vehicle, keep logs, obtain routine maintenance/service, and report vehicle problems; analyze in-store situations/problems and take effective action; communicate effectively; physically restock and/or move equipment, as needed; collect and reconcile cash, demonstrating a good understanding of basic accounting principles; analyze sales data and take effective action such as adjusting product mix and POS placement; set up and maintain POS material and merchandise; maintain accurate electronic and hardcopy records/logs relating to daily schedule and activity; learn CSL vending machine operation; and understand basic safety guidelines relating to the placement of equipment and POS material.

SPECIAL PERSONAL CHARACTERISTICS

Integrity; honesty; tolerance; tact; maturity; reliability; awareness and acceptance of cultural diversity; neat personal appearance; willingness to travel; and willingness to work irregular hours.

FELONY DISQUALIFICATION

Under provisions of Government Code Section 8880.71, persons convicted of a felony, or any gambling-related offense, are disqualified from employment with the California State Lottery. Such persons are not eligible to compete for, or be appointed to, positions in this class.

BACKGROUND INVESTIGATION

Pursuant to Government Code Section 8880.38, all persons successful in an examination for this class shall be required to undergo a thorough background investigation prior to appointment.

TO: STATE PERSONNEL BOARD

FROM: Nicole Holtzman, Personnel Program Analyst
Department of Personnel Administration

REVIEWED BY: Belinda Collins, Chief of Classification and Compensation Division
Department of Personnel Administration

SUBJECT: The California State Lottery (CSL) proposes (1) revisions to the District Sales Representative, CSL (DSR) classification, (2) an exception to SPB Rule 431 for the deep class of DSR, (3) adoption of an Alternate Range Criteria for DSR, and (4) revisions to the District Sales Supervisor, CSL (DSS) classification.

REASON FOR HEARING:

The California State Lottery (CSL) proposes revisions to the classifications of District Sales Representative (DSR) and District Sales Supervisor (DSS) appearing in the California State Lottery Sales Operations series specification.

The proposed specification revisions to the DSR class convert an existing single class to a deep (three range) class. The DSR revisions are patterned after the recent changes made to the Staff Services Analyst (General) Alternate Range Criteria and will allow for the effective recruitment of college graduates and to improve retention of staff.

The DSS classification revisions represent technical changes. Additionally, the sections of the series specification related to the District Manager, CSL and the Regional Manager, CSL are in strikeout format to update the specification because both classes were abolished on March 8, 1995. This board item has been scheduled for hearing due to concerns expressed by the State Employees International Union (SEIU), which are outlined in a separate letter. This hearing is to allow the Board to hear from CSL and other interested members of the public before reaching a final decision.

CONSULTED WITH:

Daphne Baldwin, State Personnel Board
Sandra Sales, State Personnel Board
Debbie True, Department of Personnel Administration, Labor Relations Officer
Cassandra Lichnock, California State Lottery, Chief of Personnel
Brandee Taylor, California State Lottery, Labor Relations Officer
Karen Flores-Jude, California State Lottery, Personnel Analyst
Tricia Metzger, California State Lottery, Deputy Director of Sales
Art Grubel, State Employees International Union (SEIU)

In accordance with the terms of the DPA/Bargaining Unit 1 contract, DPA has notified the union in writing of this proposal. DPA has also notified the Supervisory and Employee Organization in writing of this proposal.

CLASSIFICATION CONSIDERATIONS:

Please see Part B attached.

RECOMMENDATIONS:

1. That the proposed revised specification for the classes of District Sales Representative, CSL, Ranges A, B and C and District Sales Supervisor, CSL appearing in the California State Lottery Sales Operations series specification as shown in this calendar be adopted; and
2. That Footnote 21 be added to District Sales Representative, CSL, designating it as a deep class; and
3. That an exception to State Personnel Board Rule 431 be adopted for the establishment of the deep class of District Sales Representative, CSL and that the proposed Alternate Range Criteria 467 for the class of District Sales Representative, CSL, Ranges A, B, C as shown below be established.

Alternate Range Criteria 467

Range A. This range shall apply to persons who do not meet the criteria for Range B or Range C.

Range B. This range shall apply to persons who do not meet the criteria for Range C and who have either:

Experience: In the California state service, satisfactory completion of six months of experience as a District Sales Representative, Range A. or

Experience: In the California state service, satisfactory completion of one year of experience as a Route Sales Representative, Range B. or

Experience: Five years of wholesale sales experience establishing and servicing accounts or five years of progressively responsible retail sales experience in a management setting with responsibilities in one or more of the following areas: sales promotion, marketing, and merchandising.

Range C. This range shall apply to persons who have either:

Experience: In the California state service, satisfactory completion of one year of experience as a District Sales Representative, Range B. or

Experience: Six years of wholesale sales experience establishing and servicing accounts or six years of progressively responsible retail sales experience in a management setting with responsibilities in one or more of the following areas: sales promotion, marketing, and merchandising. or

Education: Equivalent to graduation from college with a Bachelor's Degree, preferably with course work in business and marketing. (Additional qualifying experience may be substituted for the required education on a year-for-year basis. A higher level business degree may be substituted for the Bachelor's Degree.)

When the requirements for a particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.674 except that upon movement from Range B to Range C, the provisions of DPA Rule 599.676 shall apply.

RESOLUTIONS:

4. That the following resolutions be adopted on June 10, 2008:

WHEREAS, the State Personnel Board on June 10, 2008 adopted the revised specification for the classes of District Sales Representative, CSL, Ranges A, B and C and District Sales Supervisor, CSL appearing in the California State Lottery Sales Operations series specification; and

WHEREAS, Footnote 21 was added to the class of District Sales Representative, CSL to designate it as a deep class; Therefore be it

RESOLVED, that any person with civil service status in the California State Lottery and employed as a District Sales Representative, CSL be reallocated on June 10, 2008, to the appropriate range and hereby granted, the same civil service status in the appropriate range within Alternate Range Criteria 467 as indicated below in column II.

Column I	Column II
District Sales Representative, CSL	District Sales Representative, CSL Range A District Sales Representative, CSL Range B District Sales Representative, CSL Range C

5. WHEREAS, Title 2, California Code of Regulation, Section 431 states "Unless otherwise provided by resolution of the Board, the maximum rate of the lowest salary range currently authorized for a class is used to make salary comparisons"; and

WHEREAS, placement in each alternate range of the class of District Sales Representative, CSL represents recognition of a higher level of knowledge, skill, ability, experience, or eligibility which each appointee can acquire through experience in the class of District Sales Representative, CSL or comparable or higher level classes; and

WHEREAS, as the result of a permanent appointment to each alternate range, an appointee gains status in the range to which he/she is appointed, as though each range is a separate class by qualifying for placement in that range through transfer, reinstatement, demotion, or satisfying the alternate range criteria: Therefore be it

RESOLVED, That salary Ranges A, B, and C for the class of District Sales Representative, CSL, may be used individually as if each represents the salary range of

a separate class to make salary comparisons for discretionary actions between the class of District Sales Representative, CSL and other classes; and be it further

RESOLVED, That for the class of District Sales Representative, CSL the maximum currently authorized for Range C of the class shall be the salary range used to make salary comparisons for mandatory actions.

B. CLASSIFICATION CONSIDERATIONS

BACKGROUND

1. Provide some historical perspective about the organizational setting of the subject classes and the needs the proposal addresses.

The California State Lottery (CSL) was created in 1984 to operate a State lottery that was approved by the voters to raise funds for education. Since that time, the CSL has created a wide variety of lottery games, falling into three main product lines; scratcher games, target games, and on-line games.

The lottery games are marketed to the playing public through a large number and wide variety of commercial outlets, including grocery stores, convenience stores, gas station marts, drug stores, and liquor stores. These outlets are recruited and serviced by the CSL Sales Division staff, the bulk of whom are the approximately 130 District Sales Representatives (DSRs) working out of nine field offices.

Under the CSL's traditional business model, the store personnel working for lottery retailers perform the day-to-day work associated with selling lottery products to the public. This includes keeping vending bins full of scratcher tickets, ensuring the draw game ticket stock never runs out, collecting cash from lottery vending machines, and maintaining play brochures, slips, and other materials in sufficient supply.

Working in assigned geographic regions, the DSRs oversee and support this activity by making professional sales calls on lottery retailers, as described further in Section 4. The DSRs are supervised by District Sales Supervisors (DSSs), who, in turn, report to a field office manager in the class of Lottery Manager/Sales (LM).

The CSL has committed itself to a series of improvement efforts aimed at increasing sales of lottery products at a faster rate than in the past. Although this was initiated prior to the recent publicity concerning the proposal to lease the lottery program to a private firm, the existence of this proposal underscores the interest in increasing sales of lottery products through improved marketing. The CSL has determined that this will require increased emphasis on the following:

- More in-depth analysis of sales trends and identification of strategies to increase sales.
- More in-depth analysis of demographic and business trends affecting lottery sales.
- More effective and innovative promotion of lottery products.

- More assertive identification and retention of new sales outlets, and development of strategies to penetrate new and emerging markets for lottery products.
- More emphasis on lottery retailer education and motivation.

The approximately 130 employees in the DSR class make up the core of the CSL's point-of-sale marketing workforce. Achieving the CSL's sales growth goals depends heavily on filling positions in the DSR class with highly qualified and motivated employees.

The primary pattern in the current minimum qualifications for DSR calls for a bachelor's degree in business administration with a minimum of 21 semester units in marketing, plus two years of wholesale sales experience establishing and servicing accounts. This is consistent with the CSL's goal of attracting employees with strong academic and practical marketing backgrounds. However, recent data show that the majority of new DSR hires are qualifying through an alternate pattern that allows additional experience to be substituted on a year-for-year basis for the desired education.

The CSL believes that its current objectives would be better served if it could recruit more college graduates with recent academic backgrounds in marketing. Having better access to this labor pool would increase the chances of recruiting employees with the skills needed to perform the demographic, sales, and market analysis needed to increase sales of lottery products and identify and develop new markets for them. It believes that its current difficulty in doing this arises from the fact that it doesn't have a classification vehicle for entry-level college recruitment, and cannot offer salary progression that is consistent with what other state agencies can offer college graduates.

The CSL proposes to address this through classification and minimum qualification changes discussed in Section 10. Basically, these changes would convert the single class of DSR to a three-range deep class, with Ranges A, B, and C generally paralleling the entry, training, and journey levels of other college-entry deep classes, including Staff Services Analyst (General). In addition, a minimum qualification pattern would be added to provide entry from the proposed class of Route Sales Representative. Conforming changes would be made to the specifications for the DSS and LM classes. Finally, to update the CSL Sales Operations series specification, this proposal deletes references to the District Manager and Regional Manager classes—which were abolished March 8, 1995.

CLASSIFICATION CONSIDERATIONS

2. What class does the subject class report to?

DSRs report to incumbents in the DSS class.

3. Will the subject class supervise? If so, what classes?

The DSR class does not have any supervisory responsibility.

4. What are the duties of the subject class?

The DSRs are the main points of contact between the CSL and its retailers, and provide them marketing consultation and analysis, as well as operational support. This includes:

- Distributing point of sale material, explaining new games and promotions, and providing merchandising expertise for lottery products.
- Analyzing sales data and activities and developing plans and promotional strategies to increase sales.
- Distributing lottery tickets and supplies on an as-needed basis to eliminate out-of-stock situations.
- Continuously assessing the potential for new outlets and developing new accounts and recruiting new retailers. This includes monitoring and analyzing demographic and business trends within the assigned territory and developing strategies to penetrate new or emerging markets.
- Resolving lottery retailer problems, assisting them with accounting and other business related aspects of lottery sales operations, and ensuring that they are well informed and up-to-date on lottery games and promotions.
- Ensuring that retailer activities are consistent with CSL policies and procedures, investigating potential discrepancies, and determining when to refer problems to CSL security staff.

5. What are the decision-making responsibilities of the subject class?

Incumbents in the DSR class make decisions on where and how lottery product sales can be improved, through means such as changing product mix, initiating new promotional practices, or adjusting merchandising approach or emphasis. DSRs also identify potential new locations for lottery product sales.

DSRs review and decide how to respond to problems reported by retailers concerning equipment malfunctions and customer service. They also review lottery product sales at their assigned locations and determine if they are consistent with CSL policies and procedures. Where discrepancies are found, the DSR decides on an appropriate course of action, such as counseling the retailer, referring the case for further investigation, or recommending that the lottery sales be terminated at the location in question.

6. What would be the consequences of error of incumbents in the subject class did not perform their job? (Program problems, lost funding, public safety compromised, etc.)

If effective lottery merchandising and promotional plans and practices were not identified and implemented, lottery product sales would not be as high. Similarly, potential sales would be lost if new lottery retail locations were not identified and brought on line.

If lottery tickets were lost, the security of lottery operations would be compromised. And if violations of CSL rules and procedures were not detected, the integrity of lottery operations would be damaged.

If problems with lottery retailers were not resolved satisfactorily, lottery sales might diminish and/or lottery retail outlets might be lost. If store personnel were not properly trained on lottery products and games, sales could diminish and customer relations problems would likely increase.

7. What are the analytical requirements of incumbents in this class?

Incumbents in the DSR class must use analytical skills in a variety of ways when determining how to increase lottery product sales in their assigned territory. This includes:

- Analyzing sales at locations throughout the territory to determine where and how the best results are being achieved, and then developing plans and strategies for replicating these results elsewhere in the territory.
- Analyzing business and demographic trends within the territory to determine how they will effect and provide opportunities for increasing lottery product sales.
- Developing strategies for penetrating new and emerging markets for lottery products.
- Analyzing the effectiveness of various promotional strategies and merchandising approaches.

DSRs also use analytical skills in reviewing retailer problems and deciding how to resolve them. This includes assistance with accounting and other business practice problems associated with lottery sales.

They also analyze irregularities in sales location operations to determine if they violate CSL policies and procedures. If they do, further analysis is required to determine the appropriate course of action, which can range from counseling the retailer to recommending that lottery sales be terminated at the location in question.

8. What are the purpose, type, and level of contacts incumbents in the subject class make?

Incumbents have contact with exiting lottery sales outlet owners, managers, and staff to:

- Identify and implement improved merchandising and promotion techniques.
- Discuss and resolve problems with machine malfunctions and customer service.

- Discuss and resolve irregularities and violations involving lottery sales.
- Provide assistance with accounting and other business practices associated with lottery sales.
- Provide information and training on lottery products/games.

Incumbents have contact with other retail outlet owners and managers to determine the potential for selling lottery products in their locations and, where appropriate, to encourage and assist with their initiation of lottery sales.

Incumbents have contact with various CSL headquarters staff to discuss a variety of issues, including material support, financial accounting and processing, and security.

NEED FOR NEW CLASS

9. For new classes only: What existing classes were considered and why were they not appropriate?

DSR is an existing non-deep class and will be modified to a deep class with three alternate ranges (Range A, B, C).

MINIMUM QUALIFICATIONS

10. What are the proposed minimum qualifications of the subject classes and why are they appropriate? (Include inside and outside patterns.)

District Sales Representative

The current minimum qualifications for DSR call for a college degree plus two years of wholesale sales experience. Additional experience can be substituted for the education on a year-for-year basis. To provide a vehicle for entry-level college recruitment, and to otherwise broaden its recruitment pool for DSR, the CSL proposes converting DSR to a three-range deep class. This also entails changing the minimum qualifications to the following:

Either I

Experience: One year of experience in the California state service performing the duties of a Route Sales Representative, Range B.

Or II

Education: Equivalent to graduation from college with a Bachelor's Degree, preferably with course work in business or marketing. (A higher level business degree may be substituted for the Bachelor's Degree. Wholesale sales experience establishing and servicing accounts or progressively responsible retail sales experience in a management setting with responsibilities in one or more of the

following areas: sales promotion, marketing and merchandising, may be substituted for the required education and degree on a year-for-year basis.)

The CSL believes that this revision will provide the following advantages:

Pattern I will provide for promotion from the proposed Route Sales Representative (RSR) class. This will be an important new recruitment tool and upward mobility path, since experience in the RSR class will provide experience with lottery products and sales, vendor relations, and CSL policies and procedures.

Pattern II will provide a vehicle for college recruitment. It is common for state agencies with classes requiring college graduation to have a level at which they can fill positions by recruiting new college graduates. CSL has not had this, and believes it will provide an important, additional recruitment source.

Pattern II also broadens the experience portion of the minimum qualifications to include retail merchandising experience. This type of experience directly relates to the sales promotion emphasis in the DSR job. Pattern II also makes the college degree requirement more flexible by replacing the business degree (with 21 units of marketing) requirement with a simple college degree requirement specifying that courses in business and/or marketing are preferred. This allows consideration of individuals who may have relevant course work, even though their degree may not be in business.

CSR believes that establishing a vehicle for entry-level college recruitment, combined with increased flexibility in minimum qualification requirements will broaden its potential candidate pool, thereby increasing its chances of recruiting staff with backgrounds and aptitudes that are consistent with its goal of having a more innovative and dynamic approach to marketing lottery products. A review of experience during the past several years under the current minimum qualifications indicated a high disqualification rate during application review (65-70%). In addition, only ten percent of the applicants had both a college degree and the required experience (the rest of the qualifying group substituted additional experience for the degree).

The attached Alternate Range Criteria would govern movement through the three range deep class. The criteria for ranges A through C parallel the existing criteria for Staff Services Analyst (SSA), except that, unlike SSA, they allow non-state experience to qualify for placement above Range A. CSL has provided for this since in creating its opportunity for college recruitment it does not want to diminish its opportunity to recruit staff with work experience.

District Sales Supervisor

CSL is proposing the following conforming and more technical changes to its Sales Operations series specification:

- The DSS education and experience requirements would be broadened, consistent with the changes proposed for DSR.
- References to DSR experience in the minimum qualifications for DSS would be revised to indicate that the experience must be at Range C to qualify.
- The level description for DSS would be revised to reflect the proposed Route Sales Representative class.
- The sections covering the district classes would be deleted from the series specification, since these classes were abolished March 8, 1995.

PROBATIONARY PERIOD

11. If a probationary period other than six months is proposed, what is the rationale?

No change from the current 12-month probationary period is proposed.

STATUS CONSIDERATIONS

12. What is the impact on current employees?

This proposal will not adversely impact incumbents in the DSR, CSL classification. All incumbents of the existing DSR, CSL class will be reallocated by Board action to the appropriate range of their class, and will retain their existing status, current salary, probationary period expiration date and merit salary anniversary date.

Effective the same day as the reallocation, and upon recommendation of their appointing authority, incumbents of the current class of DSR, CSL may be moved to a higher alternate range if they meet the criteria.

13. Will current employees move by examination, transfer, reallocation, split-off, etc.? Explain rationale.

All current incumbents of the existing DSR, CSL class will be reallocated by Board action to the appropriate range of their class.

CONSULTED WITH:

14. In addition to the departmental contacts listed on the cover sheet, list the names and affiliations of persons who were contacted during the development of this proposal.

Karen Alejo, Consultant, Cooperative Personnel Services
Peter Strom, Consultant, Cooperative Personnel Services

ALTERNATE RANGE CRITERIA 467

Established 6/10/08

Range A. This range shall apply to persons who do not meet the criteria for Range B or Range C.

Range B. This range shall apply to persons who do not meet the criteria for Range C and who have either:

Experience: In the California state service, satisfactory completion of six months of experience as a District Sales Representative, Range A. or

Experience: In the California state service, satisfactory completion of one year of experience as a Route Sales Representative, Range B. or

Experience: Five years of wholesale sales experience establishing and servicing accounts or five years of progressively responsible retail sales experience in a management setting with responsibilities in one or more of the following areas: sales promotion, marketing, and merchandising.

Range C. This range shall apply to persons who have either:

Experience: In the California state service, satisfactory completion of one year of experience as a District Sales Representative, Range B. or

Experience: Six years of wholesale sales experience establishing and servicing accounts or six years of progressively responsible retail sales experience in a management setting with responsibilities in one or more of the following areas: sales promotion, marketing, and merchandising. or

Education: Equivalent to graduation from college with a Bachelor's Degree, preferably with course work in business and marketing. (Additional qualifying experience may be substituted for the required education on a year-for-year basis. A higher level business degree may be substituted for the Bachelor's Degree.)

When the requirements for a particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.674 except that upon movement from Range B to Range C, the provisions of DPA Rule 599.676 shall apply.

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

CALIFORNIA STATE LOTTERY SALES OPERATIONS

Series Specification

(Established November 19, 1985)

SCOPE

This series specification describes ~~four~~ two classes used in the California State Lottery (CSL) to market and promote the sale of lottery products to retail outlets within designated geographic areas of the State, service assigned accounts, and to do other related work.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
KB20	1790	District Sales Representative, California State Lottery
KB18	2048	District Sales Supervisor, California State Lottery
KB16	1789	District Manager, California State Lottery
KB14	1788	Regional Manager, California State Lottery

DEFINITION OF SERIES

Incumbents in these classes have a primary public relations role to develop and maintain a positive public perception of the fairness and honesty of the ~~Lottery~~ CSL. Incumbents develop, promote, evaluate, analyze, and monitor to maximize the sale of ~~lottery~~ CSL products in designated territories through personal contact in the field. Recruiting ~~new Retailers~~ and retaining ~~existing retail accounts~~ new Retailers are stressed in ~~all~~ both classes within this series. Incumbents inform Retailers of game details, ~~Lottery Commission~~ CSL rules, regulations, policies, and procedures, as well as policies and procedures from the Director and management staff of the CSL; monitor Retailers to ensure that they are properly trained and maintain a secure environment for, and an adequate supply of, ~~lottery~~ CSL products; assist and make suggestions to Retailers to introduce and ensure proper utilization of procedures for handling and accounting of ~~lottery~~ CSL products; introduce advertising materials, innovative displays, and other items to promote sales; analyze, monitor, and review sales activities and develop plans to correct problems and marketing strategies to increase sales; make recommendations based on marketing analyses to discontinue or add retailers; maintain and monitor security of ~~lottery~~ CSL tickets, games, and on-line terminals; report stolen tickets; perform onsite audits of on-line ~~lottery~~ CSL terminal transactions; prepare and maintain appropriate reports; may investigate complaints regarding the ~~State Lottery~~ CSL or Retailers and report or follow up appropriately.

ENTRY LEVEL

Entry into this series is from outside State service or by promotion from the classification of Route Sales Representative.

FACTORS AFFECTING POSITION ALLOCATION

Scope and complexity of work, independence of action, level of responsibility of sales program and policy development and implementation; impact of decision making affecting retail sales; and the degree of supervisory, and administrative responsibility.

DEFINITION OF LEVELS

DISTRICT SALES REPRESENTATIVE, CALIFORNIA STATE LOTTERY

~~This is the full, professional journey level in this series. This includes entry, training, and journey levels for this class.~~ District Sales Representatives (DSRs) serve as liaisons between the ~~State Lottery~~ CSL and the Retailers who sell ~~lottery~~ CSL products in a designated area. Incumbents service accounts on a regular basis and incorporate all the tools of product marketing, prospecting, promotion, and merchandising to achieve market penetration and growth. Within an assigned territory, the DSR develops effective marketing strategies, solicits new accounts, analyzes performance results, and initiates corrective action. DSRs are responsible for independent problem solving in their assigned territories.

Incumbents train, advise, and support Retailers in the sale of ~~lottery~~ CSL products; audit and ensure the integrity of ~~Lottery~~ CSL-Retailer transactions; use sales, marketing, and other reports to identify problems; deliver and negotiate space to display point of sale items in a timely manner and may deliver tickets when required; maintain security of and account for ~~lottery~~ CSL products and report any altered, lost, or stolen tickets to the District Sales Supervisor or ~~District Manager (DM)~~ Lottery Manager (Sales) (LM).

Incumbents in this class maintain a high level of visibility and interaction as they serve as liaisons between the ~~California State Lottery~~ CSL and Retailers, consumers, local governmental agencies, and civic and community organizations. DSRs should be able to communicate effectively in a wide variety of circumstances and, under direction, may be called upon to address diverse public groups and the media. DSRs provide feedback to management regarding marketing, public relations, and administrative issues.

Range A is the entry level. Assignments are directly supervised and primarily structured. Duties and responsibilities require the use of independent judgment and discretion to interpret and apply statutes, regulations and policies and procedures to specific situations, rather than the mere application of detailed rules and procedures.

Range B is the training level. Incumbents are expected to show a broader knowledge of the sales environment, organizational structure, and law and rules governing the Lottery. There is less direct review than at Range A, with greater breadth in assigned tasks.

Range C is the journey level. Incumbents are expected to use a more conceptual approach to problem solving. At this level, the decisions regarding what tasks need to be done depends on the subject, phase, or issue involved. Incumbents have authority to plan, design, and carry out work within a clear framework established by the supervisor. Incumbents use judgment in interpreting and adapting guidelines such as policies, laws, and rules for application to specific cases.

DISTRICT SALES SUPERVISOR, CALIFORNIA STATE LOTTERY

This is the working supervisory level. Incumbents assist the ~~DM~~ LM in daily operations of the largest district offices by supervising the work of, and provide training for, ~~a small~~ an assigned group of Route Sales Representatives and DSRs. District Sales Supervisors (DSSs) may participate in the recruitment and selection of staff; direct and coordinate the work; ~~DSSs~~ may establish and monitor sales quotas for assigned ~~DSRs~~ staff; determine and implement general work priorities; conduct personal visits to Retailers on a regular basis to optimize sales and service; ensure proper display of ~~lottery~~ CSL promotional materials; and be responsible for completing reports, forms, and documents to provide service to Retailers; ~~DSSs~~ may personally be assigned the largest and most complex retail accounts and special projects; and may fill in during the absence of the ~~DM~~ LM.

~~DISTRICT MANAGER, CALIFORNIA STATE LOTTERY~~

~~This is the first full supervisory level over District Office personnel. Incumbents at this level assist the Regional Manager to maximize the sales of lottery games within a designated area through the efficient implementation of all lottery marketing programs.~~

~~DMs plan, organize and direct all activities of lower level staff in an assigned district; handle administrative responsibilities including vehicle leasing and space management; establish and monitor sales quotas and general work priorities; schedule visits to Retailers on a regular basis to provide optimum service in the most cost effective means; ensure proper display of lottery promotional materials; manage the administration of accounting and claims forwarding functions; maintain appropriate security and control measures for all lottery~~

~~products; monitor deliveries to Retailers within the assigned sales area; monitor the collection, data entry and reconciliation of tickets returned by Retailers for accurate and timely crediting of accounts; review statistical reports of district data and sales trends, provide periodic status reports, make public presentations as directed and conduct media interviews.~~

~~REGIONAL MANAGER, CALIFORNIA STATE LOTTERY~~

~~This is the second full supervisory level in this class series. Incumbents have major administrative responsibilities over staff assigned throughout a designated region.~~

~~Regional Managers (RMs) monitor and manage all DM and DSS activities; assist in overall management of the region's budget, Retailer DSR ratio and the sales effort; monitor activities to assure optimum support to Retailers; review all District Office operations to assure that service and support to players, winners and Retailers are optimized; may develop and implement sales related procedures; coordinate an exchange of information between the Region and Lottery Headquarters; resolve with DMs and DSSs any Retailer problems or concerns; review and generate statistical reports, sales information and other pertinent data for the region; make public presentations as directed, and conduct media interviews.~~

MINIMUM QUALIFICATIONS

ALL BOTH LEVELS:

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.

Education: ~~Equivalent to graduation from college with a Bachelor's Degree in Business Administration with a minimum of 21 semester units in Marketing. (Additional qualifying experience may be substituted for the required education on a year for year basis. A higher level business degree may be substituted for the bachelor of science degree.)~~

~~DISTRICT SALES REPRESENTATIVE, CALIFORNIA STATE LOTTERY~~

Experience: ~~Two years of wholesale sales experience establishing and servicing accounts.~~

Either I

Experience: One year of experience in the California state service performing the duties of a Route Sales Representative, Range B.

Or II

Education: Equivalent to graduation from college with a Bachelor's Degree, preferably with course work in business or marketing. (A higher level business degree may be substituted for the Bachelor's Degree. Wholesale sales experience establishing and servicing accounts or progressively responsible retail sales experience in a management setting with responsibilities in one or more of the following areas: sales promotion, marketing, and merchandising may be substituted for the required education and degree on a year-for-year basis.)

DISTRICT SALES SUPERVISOR, CALIFORNIA STATE LOTTERY

Either I

One year of experience in the California state service performing the duties of a District Sales Representative, Range C, California State Lottery.

Or II

Three years of wholesale sales experience establishing and servicing accounts or progressively responsible retail sales experience in a management setting with responsibilities in one or more of the following areas: sales promotion, marketing, and merchandising. (Experience in the California state service applied toward this requirement must include one year of experience performing the duties of a District Sales Representative, Range C, California State Lottery.) and

Education: Equivalent to graduation from college with a Bachelor's Degree, preferably with course work in business or marketing. (A higher level business degree may be substituted for the Bachelor's Degree. Additional qualifying experience may be substituted for the required education and degree on a year-for-year basis.)

~~DISTRICT MANAGER, CALIFORNIA STATE LOTTERY~~~~Either I~~

~~Two years of experience in the California state service performing the duties of a District Sales Representative, California State Lottery.~~

~~Or II~~

~~One year of experience in the California state service performing the duties of a District Sales Supervisor, California State Lottery.~~

~~Or III~~

~~Four years of wholesale sales experience establishing and servicing accounts, at least one year of which shall have included supervising a sales staff. (Experience in the California state service applied~~

~~toward this requirement must include two years of experience performing the duties of a District Sales Representative, California State Lottery, or one year as a District Sales Supervisor, California State Lottery.)~~

~~REGIONAL MANAGER, CALIFORNIA STATE SERVICE~~

~~Either I~~

~~One year of experience in the California state service performing the duties of a District Manager, California State Lottery, or a Key Accounts Specialist, California State Lottery.~~

~~Or II~~

~~Two years of experience in the California state service performing the duties of a District Sales Supervisor, California State Lottery.~~

~~Or III~~

~~Three years of experience in the California state service performing the duties of a District Sales Representative, California State Lottery.~~

~~Or IV~~

~~Five years of wholesale sales experience establishing and servicing accounts, at least two years of which shall have included supervising a sales staff. (Experience in the California state service applied toward this requirement must include either three years of experience performing the duties of a District Sales Representative, California State Lottery, or two years of experience performing the duties of a District Sales Supervisor, California State Lottery, or one year of experience performing the duties of a District Manager, California State Lottery, or a Key Accounts Specialist, California State Lottery.)~~

KNOWLEDGE AND ABILITIES

ALL BOTH LEVELS:

Knowledge of: Principles and practices of product marketing and merchandising, utilizing point of sale materials and display techniques, wholesale sales, and marketing management; public relations; laws, rules, regulations, policies, and procedures governing ~~lottery~~ CSL operations; and financial record keeping and basic accounting principles.

Ability to: Work independently; develop sales quotas and marketing plans for Retailers; set up an effective point of sale display; analyze marketing data and recommend a variety of methods to increase sales; make persuasive sales presentations to prospective Retailers; maintain good public relations with licensed Retailers, the public, and

associates; use tact and good judgment in dealing with the public and other employees; communicate effectively; ~~and~~ conduct meetings and training; and demonstrate physical strength and dexterity necessary to perform the essential duties of the position.

DISTRICT SALES SUPERVISOR, CALIFORNIA STATE LOTTERY

Knowledge of: In addition to the above, sales route design and implementation program evaluation; principles and practices of effective supervision, employee development, and training; the Department's ~~Affirmative Action~~ Equal Employment Opportunity (EEO) Program objectives; and a supervisor's role in the ~~Affirmative Action Program~~ EEO and the processes available to meet ~~affirmative action~~ EEO objectives.

Ability to: In addition to the above, develop and evaluate alternatives, and generate and analyze statistical reports, sales information, and other pertinent data; establish and maintain project priorities; review and edit written material; supervise, motivate, and train subordinate staff; and effectively contribute to the Department's ~~affirmative action~~ EEO objectives.

~~DISTRICT MANAGER, CALIFORNIA STATE LOTTERY~~

~~Knowledge of: In addition to all of the above, principles, practices and trends of public and business administration, including budgeting, personnel, management analysis, planning and program management; and the administration's goals and policies.~~

~~Ability to: In addition to all of the above, manage a complex program; reason logically and creatively and utilize a variety of techniques to resolve complex managerial problems; consult with and advise others on a wide variety of subject matter areas; gain and maintain the confidence of those contacted during the course of work; and develop and effectively utilize all available resources.~~

~~REGIONAL MANAGER, CALIFORNIA STATE LOTTERY~~

~~Knowledge of: In addition to all of the above, California State Lottery's organization and program functions.~~

~~Ability to: In addition to all of the above, consult with and advise top level management on a wide variety of program matters.~~

SPECIAL PERSONAL CHARACTERISTICS~~ALL~~ BOTH LEVELS:

Possession of integrity, honesty, tolerance, ~~and~~ tact, maturity, and reliability; awareness and acceptance of the various racial, ethnic, and cultural differences; a neat personal appearance; and willingness to travel and to perform work requiring irregular hours; ~~satisfactory record as a law abiding citizen.~~

FELONY DISQUALIFICATION~~ALL~~ BOTH LEVELS:

Pursuant to Government Code Section 8880.71, persons convicted of a felony or any gambling-related offense are disqualified from employment with the California State Lottery and are, therefore, not eligible to be examined for, or be appointed to, positions in this class.

BACKGROUND INVESTIGATION~~ALL~~ BOTH LEVELS:

Pursuant to Government Code Section 8880.38, all persons successful in an examination for this class shall be required to undergo a thorough background investigation prior to appointment.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
District Sales Representative, California State Lottery	11/19/85	7/20/93	--
District Sales Supervisor, California State Lottery	6/14/88	7/20/93	--
District Manager, California State Lottery	11/19/85	7/20/93	—
Regional Manager, California State Lottery	11/19/85	7/20/93	—



MEMORANDUM

DATE: June 10, 2008

TO: STATE PERSONNEL BOARD

FROM: MIKE STRAZZO, Merit Operations Division

SUBJECT: NON-HEARING AGENDA ITEMS FOR BOARD ACTION

A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.

CAL FIRE TRANSFER OF HALF MOON BAY FIRE DISTRICT EMPLOYEES

The Department of Forestry and Fire Protection (CAL FIRE) requests that the Half Moon Bay District employees be transferred into State civil service. Staff recommends that the Board adopt the attached resolution.

B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES.

Title	Class Code
• Assistant Director of Child Development	2830
• Program Consultant (Nursing)	7374
• Program Consultant (Psychology)	7375
• Program Consultant (Teaching)	7378
• Senior Fair Employment and Housing Counsel (Supervisor)	6065
• Chief Administrative Law Judge, PERB, CEA	6129
• Supervising State Financial Examiner I	4131
• Supervising State Financial Examiner II	4130
• Supervising State Financial Examiner III	4164
• Program Director – Medical-	7601
• Office of Program Review Consultant (Medical), State Hospitals	7606
• Superintendent Diagnostic School for Neurologically Handicapped Children	9685

To: State Personnel Board

From: Daphne Baldwin, Manager
Merit Operations Division

Subject: Blanketing Half Moon Bay Fire Protection District Employees into
State Civil Service

SUMMARY OF ISSUES:

The California Department of Forestry and Fire Protection (CAL FIRE) requests to backdate the effective date of the Half Moon Bay Fire Protection District employees transfer into State civil service effective June 2, 2008, as they have entered into an agreement to provide fire protection services.

The blanketing in of Half Moon Bay employees is a result of the Half Moon Bay Fire Protection District's decision to contract out for fire protection services. This decision was based on a San Mateo County Grand Jury report that recommended that fire services be contracted to another fire protection agency so that, by subcontracting, the "... District would acquire the operating procedures necessary to provide reliable, consistent fire services."

The agreement for cooperative fire protection was the result of an RFP process initiated by Half Moon Bay Fire Protection District. The selection of CAL FIRE was the preferred provider of emergency services.

Staff is in agreement with this proposal.

CONSULTED WITH:

Larry Menth, CAL FIRE
Cheryl Robertson, CAL FIRE
Tony Favro, CAL FIRE
Denise Masuhara, CAL FIRE
Windy C. Bouldin, CAL FIRE
Department of Personnel Administration
International Union of Operating Engineers (IUOE) Local 12
CDF Firefighters
Service Employees International Union (SEIU) Local 1000

BACKGROUND:

1. Effective June 2, 2008, CAL FIRE will enter into an agreement with the Half Moon Bay Fire Protection District to provide fire protection services. CAL FIRE will assume responsibility for command and control of operations, personnel management, community preparedness services, fire prevention and fire protection planning,

training and safety, and equipment and facility maintenance of the Half Moon Bay Fire Protection District.

A cooperative fire agreement sets forth the fire protection services to be furnished by the State, administered by the CAL FIRE's Unit Chief, with reimbursement of costs made to the State by the local agency.

The authorized positions will be within the State civil service; and the salaries, hours, fringe benefits, and working conditions are established in accordance with State civil service law and rules.

To ensure continuity of operation and a minimum of disruption to ongoing functions, it is proposed to transfer the Half Moon Bay Fire Protection District employees to equivalent State civil service classifications without examination effective June 2, 2008.

2. All persons subject to transfer under this proposal will be allocated to existing State civil service classifications in accordance with Title 2, California Code of Regulations Section 275, Transferring into State Civil Service. No new classifications are proposed.

As provided in Title 2, California Code of Regulations Section 275, "When it is necessary for the State of California to assume work previously performed by a county, city, federal department or agency, or public district, the Board by resolution shall permit the employees who previously performed the work to qualify in State service in their positions upon allocation of their positions to an appropriate class in the State classification plan and in accordance with standards and procedures established by the executive officer." (Authority: Government Code Section 18701)

Government Code Section 19994 further provides in part that "...the Department (Department of Personnel Administration) may determine the extent, if any, to which the employees employed by the other public agency on the date of transfer are entitled to have credited to them in the State civil service, seniority credits, accumulated sick leave, and accumulated vacation because of service with the former agency... The Department shall limit that determination to the time any transferred employees were employed in the specific function or a function substantially similar while in the former agency and the seniority credits and accumulated sick leave and accumulated vacation shall not exceed that to which each employee would be entitled if he or she had been continuously employed by the State of California."

3. CAL FIRE staff has reviewed and compared the duties and salaries of employees transitioned and are satisfied that they can appropriately be classified as follows:

- 1 Assistant Chief (Supervisory)
- 3 Battalion Chief (Nonsupervisory)
- 1 Staff Services Analyst (General)
- 1 Office Technician (Typing)

- 1 Heavy Equipment Mechanic
- 2 Fire Apparatus Engineer
- 8 Fire Apparatus Engineer (Paramedic)
- 3 Fire Captain
- 3 Fire Captain (Paramedic)

4. CAL FIRE indicates that layoffs will not occur as a result of this action. The current incumbents are already performing these duties at the local level and positions are being established. However, in the event of a layoff in the classifications being used in the Half Moon Bay Fire Protection District contract, the blanketed-in employees will be subject to the layoff rules of the California State civil service.

RECOMMENDATION:

Effective June 2, 2008, the following resolution be adopted by the State Personnel Board:

RESOLUTION:

Effective June 2, 2008, the following resolution is adopted by the State Personnel Board:

WHEREAS Title 2, California Code of Regulations Section 275 provides, "When it is necessary for the State of California to assume work previously performed by a county, city, federal department or agency, or public district, the Board by resolution shall permit the employees who previously performed the work to qualify in State service in their positions upon allocation of their positions to an appropriate classification in the State classification plan and in accordance with standards and procedures established by the executive officer;" and

WHEREAS effective June 2, 2008, CAL FIRE will assume the functions of the Half Moon Bay Fire Protection District. Therefore be it

RESOLVED, that effective June 2, 2008, the civil service employees now employed by the Half Moon Bay Fire Protection District shall be transferred to equivalent State classifications as determined by CAL FIRE as shown below without examination; and be it further

RESOLVED, that all persons holding Half Moon Bay Fire Protection District positions for one year or more immediately preceding the effective date of such action shall continue to hold their positions as permanent civil service employees in the equivalent State classifications; and be it further

RESOLVED, that all persons holding Half Moon Bay Fire Protection District positions for less than one year immediately preceding the effective date of such action shall

continue to hold their positions subject to the probationary period established for the State classification to which assigned; and be it further

RESOLVED, that the Half Moon Bay Fire Protection District has no employees currently on non-pay status; and be it further

RESOLVED, that any Half Moon Bay Fire Protection District employee who is injured or becomes ill on the job prior to the effective date of June 2, 2008, shall not be transferred to the equivalent State classification until such time as the employee is medically released to full duty; and be it further

RESOLVED, that all persons who have previously held Half Moon Bay Fire Protection District positions that are now to be under CAL FIRE shall have all civil service rights that would have accrued if such former service had been under State civil service.

Illustration of appropriate “from” and “to” classifications:

FROM	TO
HALF MOON BAY FIRE PROTECTION DISTRICT CLASSIFICATION	CAL FIRE STATE CLASSIFICATION
Interim Fire Chief	Assistant Chief
Division Chief	Battalion Chief
Administrative Secretary	Staff Services Analyst (General)
Administrative Assistant	Office Technician (Typing)
Fire Mechanic	Heavy Equipment Mechanic
Firefighter	Fire Apparatus Engineer
Firefighter (Paramedic)	Fire Apparatus Engineer (Paramedic)
Fire Captain	Fire Captain
Fire Captain (Paramedic)	Fire Captain (Paramedic)

TO: STATE PERSONNEL BOARD

FROM: Dave Rechs, Staff Personnel Program Analyst
Classification and Compensation Division

REVIEWED BY: Belinda Collins, Chief
Classification and Compensation Division

SUBJECT: Abolishment of Vacant Civil Service Classes

SUMMARY OF ISSUES:

In the interest of maintaining the State's overall classification plan, the Department of Personnel Administration and State Personnel Board propose to abolish the following twelve vacant classifications. These classes have gone unused for more than twenty-four months, and their future use is not anticipated. Since some of these classifications are part of a series, we have included the class specifications in the board item.

CONSULTED WITH:

Daphne Baldwin, State Personnel Board
Dave Lopez, State Personnel Board
Frank Marr, Department of Personnel Administration

All pertinent exclusive representatives have been noticed regarding this proposed class abolishment and there have been no objections.

RECOMMENDATIONS:

That effective June 10, 2008, the below civil service classes listed in this calendar be abolished.

Title	Class Code
Assistant Director of Child Development	2830
Program Consultant (Nursing)	7374
Program Consultant (Psychology)	7375
Program Consultant (Teaching)	7378
Senior Fair Employment and Housing Counsel (Supervisor)	6065
Chief Administrative Law Judge, PERB, CEA	6129
Supervising State Financial Examiner I	4131
Supervising State Financial Examiner II	4130
Supervising State Financial Examiner III	4164
Program Director – Medical-	7601

Office of Program Review Consultant (Medical),	
State Hospitals	7606
Superintendent Diagnostic School for Neurologically	
Handicapped Children	9685

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

CHILD DEVELOPMENT
Series Specification
(Established January 5, 1977)

SCOPE

This series specification describes ~~six~~ five class levels for Child Development in the Department of Education. These classes are used for positions responsible for the development, conduct, coordination, and evaluation of preschool, pre-kindergarten, children's center, and other group child development projects.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
FB65	2837	Child Development Assistant
FB64	2834	Child Development Consultant
FB62	2835	Child Development Administrator I
FB60	2836	Child Development Administrator II
FB58	2830	Assistant Director of Child Development
FB24	2605	Assistant Superintendent of Public Instruction for Child Development, C.E.A.

DEFINITION OF SERIES

Persons in these classes develop, promote, evaluate, and assist in establishing preschool and child development programs at the local level while disseminating and promulgating desirable practices for the education of preschool children on a statewide basis. They consult with and advise county offices of education and district school administrators, preschool education program directors, directors and supervisors of children's centers, and other group child development agency administrators, and others regarding State policies, laws, rules, and regulations with respect to preschool and child development programs and facilities; provide guidance to applicants for funds and in the development of programs; review and process project applications for recommendation to the State Board of Education; provide guidance regarding approved accounting systems and fiscal practices that relate to funding and operation of programs; assist in developing programs for parent involvement, participation, and education, and for the in-service education of teachers; recommend and advise on facilities, equipment, supplies, and furnishings to be used in preschool; advise and assist in implementing health and nutritional programs and required social services; recommend and prepare appropriate manuals, bulletins, and teaching materials on curricular, instructional, supervisory, and administrative problems relating to group child development; conduct and participate in conferences, workshops, statewide and regional committees, study groups, and teachers' in-service programs; and to do other related work.

FACTORS AFFECTING POSITION ALLOCATION

Scope and level of responsibilities assigned; complexity of work; independence of action; level and scope of responsibility of program and policy development and implementation; impact of decision making on statewide programs; and the degree of supervisory and administrative responsibility.

DEFINITION OF LEVELS

CHILD DEVELOPMENT ASSISTANT

This is the entry and first journey level in this series. This class is used as a permanent level for lesser skilled functions and as a training level for the higher professional levels in the series. The Assistant typically works under the general supervision of an Administrator in performing more routine administrative assignments and consultative services to local districts in such areas as screening applications for completeness and accuracy; obtaining documentation needed to bring funding applications to approvable condition, interpreting statutes, guidelines, and regulations; reviewing requests for budget transfers and amendments; inspecting sites and facilities for conformance with minimum standards; reviewing records of documentation of medical and dental screening, social services, and inventories of equipment and developing information on projects for records and statistical purposes. More experienced incumbents carry out administrative assignments, consultation, and assistance to local administrators of child development programs in less complex or sensitive phases of the program; monitor program components, prepare reports, and make recommendations for improving project effectiveness or on funding of agencies. Incumbents may also work under the lead of a Consultant.

CHILD DEVELOPMENT CONSULTANT

This is the full journey level in the series. The Consultant serves as a departmental representative on child development programs in a geographic area, or serves as a statewide specialist for particular child development components.

Under the direction of an Administrator, consultants have general responsibility for all activities in their geographic, subject-matter, or functional area. They provide coordination and liaison among various private, State, and other public agencies which provide services to children; evaluate curricula for use in child development programs; review recommendations of lower level staff related to applications for funding, site, and facilities inspections and decide

what action is to be taken; participate in developing the annual work plan as part of the budget; and perform the more difficult, sensitive, and complex program formulation, analysis, implementation, administrative, and assessment activities. Consultants may also provide leadership and training to incumbents in the Assistant class in this series.

CHILD DEVELOPMENT ADMINISTRATOR I

This is the first supervisory level in the series over qualified professionals at the Consultant and Assistant levels. Incumbents normally report to a higher level Administrator in the field of child development programs. Under direction, the Administrator I typically plans, organizes, and directs the work of a program unit or may assist a higher level Administrator in directing the development, administration, and evaluation of programs of a major unit with major administrative or functional responsibilities. Nonsupervisory positions may occasionally be allocated to this class to perform high level administrative, coordinative, and consultative studies and projects for programs that are multiunit or multidivisional in scope. Incumbents functioning in this capacity typically report to an Assistant Superintendent or higher level position.

CHILD DEVELOPMENT ADMINISTRATOR II

This is the first managerial level of the series. Under general direction, incumbents are responsible for a major program unit with leadership responsibilities for a major administrative or functional subdivision of the child development program of the Department. A very limited number of staff positions may also be allocated to this level based on program development, program monitoring, coordinate or functional supervisory responsibilities equivalent in level to administrative positions in the class. Such positions normally report to the Associate Superintendent or higher level.

~~ASSISTANT DIRECTOR OF CHILD DEVELOPMENT~~

~~Under general direction, this level is responsible for assisting the Director of Child Development in administering total State operations.~~

ASSISTANT SUPERINTENDENT OF PUBLIC INSTRUCTION FOR CHILD DEVELOPMENT, C.E.A.

Under administrative direction, this level is responsible for planning, developing, administering, and coordinating the child development program of the Department of Education.

MINIMUM QUALIFICATIONS

CREDENTIAL REQUIREMENTS

ALL LEVELS:

Possession of a valid credential or permit authorizing public school service in California. (Applicants who do not possess the required credential or permit will be admitted to the examination, but must secure the credential or permit before they will be considered eligible for appointment.) (A Master's Degree or equivalent in Child Growth and Development, Early Childhood Education, Social Work, or a related subject with emphasis in childhood development may be substituted for the credential requirement.)

CHILD DEVELOPMENT ASSISTANT

Possession of a valid children's center supervision permit or comprehensive parent education credential or a credential of equivalent authorization.

CHILD DEVELOPMENT CONSULTANT

CHILD DEVELOPMENT ADMINISTRATOR I

CHILD DEVELOPMENT ADMINISTRATOR II

~~ASSISTANT DIRECTOR OF CHILD DEVELOPMENT~~

ASSISTANT SUPERINTENDENT OF PUBLIC INSTRUCTION FOR CHILD DEVELOPMENT, C.E.A.

Possession of a valid administration credential or credential or life diploma of equivalent authorization. (One year of experience in the California Department of Education performing the duties of a professional education class at a level equivalent to the class of Child Development Assistant, Range B, or higher may be substituted for the required credential. Experience used in this manner to meet the credential requirement must be in addition to that used to meet the general experience requirement.)

EXPERIENCE REQUIREMENTS

ALL LEVELS:

1. Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement.

2. Experience in California state service applied toward the general experience pattern must include the same number of years of qualifying experience as required in the promotional pattern performing the duties of a class with a level of responsibility equivalent to that described in the promotional experience pattern.

CHILD DEVELOPMENT ASSISTANT

Two years of experience as a teacher in a child development, preschool, or related community action program.

and

One year of experience in one of the following:

1. As head teacher in one of the above schools or centers.
2. As a team leader of a differentiated staff in preschool education.
3. As a consultant, supervisor, or administrator in preschool education.

CHILD DEVELOPMENT CONSULTANT

Either I

One year of experience in the California state service performing child development or elementary education duties of a class with a level of responsibility equivalent to Child Development Assistant, Range B.

Or II

Two years of administrative, supervisory, or consultant level experience in a nonfamily child development center, preschool program, parent-involvement child development program, or a comparable child development program administered by a school, community action agency, county school office, State, or Federal agency.

CHILD DEVELOPMENT ADMINISTRATOR I

Either I

One year of experience in the California state service performing child development or elementary education duties of a class with a level of responsibility equivalent to a Child Development Consultant.

Or II

Two years of experience in the California state service performing child development or elementary education duties of a class with a level of responsibility equivalent to a Child Development Assistant, Range B.

Or III

Three years of administrative, supervisory, or consultant level experience in a nonfamily child development center, preschool program, parent-involvement child development program, or a comparable child development program administered by a school, community action agency, county school office, State, or Federal agency.

CHILD DEVELOPMENT ADMINISTRATOR II

Either I

One year of experience in the California state service performing child development or elementary education duties of a class with a level of responsibility equivalent to at least that of a Child Development Administrator I.

Or II

Two years of experience in the California state service performing child development or elementary education duties of a class with a level of responsibility equivalent to at least that of a Child Development Consultant.

Or III

Four years of administrative, supervisory, or consultant level experience in a nonfamily child development center, preschool program, parent-involvement child development program, or a comparable child development program administered by a school, community action agency, county school office, State, or Federal agency.

~~ASSISTANT DIRECTOR OF CHILD DEVELOPMENT~~

~~Either I~~

~~One year of experience in California state service performing child development or elementary education duties of a class with a level of responsibility equivalent to that of Child Development Administrator II.~~

~~Or II~~

~~Two years of experience in California state service performing child development or elementary education duties of a class with a level of responsibility equivalent to that of Child Development Administrator I.~~

~~Or III~~

~~Five years of administrative, supervisory, or consultant level experience in a nonfamily child development center, preschool program, parent-involvement child development program, or a comparable child development program administered by a school, community action agency, county school office, State or Federal agency.~~

ASSISTANT SUPERINTENDENT OF PUBLIC INSTRUCTION FOR CHILD DEVELOPMENT,
C.E.A.

Either I

One year of experience in the California state service performing child development or elementary education duties of a class with a level of responsibility equivalent to that of a Child Development Administrator II ~~or Assistant Director of Child Development.~~

Or II

Two years of experience performing child development or elementary education duties of a class with a level of responsibility equivalent to that of Child Development Administrator I.

Or III

Five years of broad and extensive administrative, supervisory, or consultant level experience in a nonfamily child development center, preschool program, parent-involvement child development program, or a comparable child development program administered by a school, community action agency, county school office, State, or Federal agency.

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: Modern principles, trends, and practices in children's centers and preschool childhood education; educational programs for children from varied social, economic, and ethnic backgrounds; and growth and development patterns, and problems of young children.

Ability to: Demonstrate effective classroom procedures; establish and maintain cooperative relations with persons contacted in the course of the work; communicate effectively with individuals of various ethnic backgrounds; communicate effectively; analyze situations accurately and take effective action; develop curricula in the field of preschool education; formulate and carry out research studies; and conduct conferences, workshops, and teachers' institutes.

CHILD DEVELOPMENT CONSULTANT

Knowledge of: In addition to the above, current developments and research in children's centers, preschool education, parent education, and kindergarten; literature and other instructional material in the fields of preschool education; and functions and purposes of Federal legislation, the Education Code, and regulations of the State Board of Education pertaining to preschool education.

Ability to: All of the above.

CHILD DEVELOPMENT ADMINISTRATOR I
 CHILD DEVELOPMENT ADMINISTRATOR II
~~ASSISTANT DIRECTOR OF CHILD DEVELOPMENT~~
 ASSISTANT SUPERINTENDENT OF PUBLIC INSTRUCTION FOR CHILD DEVELOPMENT,
 C.E.A.

Knowledge of: In addition to the above, the organization and functions of the State Department of Education; principles of public administration, budgeting, and personnel management; program planning procedures; program development and implementation; program audit procedures; and the Department's ~~Affirmative Action Program objectives, and a supervisor's role in the affirmative action and labor relations programs and the processes available to meet these program objectives~~ responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: In addition to the above, provide leadership and direction to a statewide education program; work effectively with top administrative personnel in the Department and other agencies; supervise subordinate staff; and effectively ~~contribute to the Department's affirmative action objectives~~ promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

SPECIAL PERSONAL REQUIREMENT

ALL LEVELS:

Evidence of: Willingness to travel throughout the State.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>C.E.A. Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Child Development Assistant	11/3/93	--	--	--
Child Development Consultant	1/5/77	--	11/3/93	--
Child Development Administrator I	1/5/77	--	11/3/93	--
Child Development Administrator II	1/5/77	--	11/3/93	--
Assistant Director of Child Development	1/8/80	---	11/3/93	---
Assistant Superintendent of Public Instruction for Child Development, C.E.A.	--	3/7/73	11/3/93	--

ccd/sks

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

PROGRAM CONSULTANT (VARIOUS SPECIALTIES)
Consolidated Series Specification
(Established May 20, 1993)

SCOPE

This specification describes two classes used by the Departments of Developmental Services and Mental Health in developmental centers and State hospitals. These classes, under the direction of the Executive Director, Medical Director or Clinical Administrator, in their specific clinical specialty, conduct an ongoing evaluation of the effectiveness of hospital or developmental center programs, review for compliance with the applicable statutory and regulatory requirements, monitor quality assurance plans, and serve as consultants. ~~Specific classes have been established for the following specialties in~~ rehabilitation therapy and social work.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
TT39	7374	Program Consultant (Nursing)
TT41	7375	Program Consultant (Psychology)
TT42	7376	Program Consultant (Rehabilitation Therapy)
TT43	7377	Program Consultant (Social Work)
TT44	7378	Program Consultant (Teaching)

TYPICAL TASKS

Participates in quality control reviews; gathers and evaluates data on the success of the hospital or developmental center treatment programs in achieving their objectives and recommends alternate treatment objectives or programs when appropriate; audits and evaluates the centralized services at a hospital or developmental center and makes recommendations for improvement; evaluates proposed projects and changes in departmental, hospital, or developmental center policies and procedures at the request of the Executive Director, Medical Director, or Clinical Administrator; provides consultation to the Executive Director, Medical Director, Clinical Administrator, Program Directors, and other Program Consultants in the clinical specialty he/she represents; works in close cooperation with other Program Consultants to insure a coordinated approach to the hospital or developmental center's program; recommends the assistance of specialized consultants when needed; consults with appropriate management staff on findings and discusses methods for improvement; prepares draft reports for the appropriate administrator and consults with appropriate management staff on findings and recommendations. In State hospitals, incumbents may also provide clinical supervision and may participate in criteria-based performance evaluations.

MINIMUM QUALIFICATIONS

~~PROGRAM CONSULTANT (NURSING)~~

~~Two years of clinical nursing experience performing the duties of a class comparable in level of responsibility to those of a Unit Supervisor or Supervising Registered Nurse working with persons who are developmentally or mentally disabled.~~

~~PROGRAM CONSULTANT (PSYCHOLOGY)~~

~~Two years of clinical experience as a psychologist working with persons who are developmentally or mentally disabled.~~

PROGRAM CONSULTANT (REHABILITATION THERAPY)

Two years of clinical experience as a rehabilitation therapist working with persons who are developmentally or mentally disabled.

PROGRAM CONSULTANT (SOCIAL WORK)

Two years of clinical experience as a social worker working with persons who are developmentally or mentally disabled.

~~PROGRAM CONSULTANT (TEACHING)~~

~~Two years of clinical experience as a credentialed teacher working with persons who are developmentally or mentally disabled.~~

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: Problems of developing and setting standards for and administering a hospital or developmental center treatment program; laws and regulations on mental or developmental health care services in hospitals or developmental centers; objectives of the treatment, training, and research programs of a State hospital or developmental center; research methods and techniques; principles and practices of organization and management; and the Department's ~~Affirmative Action Program; a supervisor's role in the Affirmative Action Program and the processes available to meet affirmative action objectives~~ responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Work independently in identifying the need for and developing proposed changes in program practices and policy; evaluate and systematize procedures; communicate effectively; analyze problems and recommend appropriate action; and effectively contribute to the Department's affirmative action objectives promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

ADDITIONAL DESIRABLE QUALIFICATIONS

ALL LEVELS:

One year of experience developing and evaluating mental health or developmental disability treatment programs.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Program Consultant (Nursing)	5/20/93	—	—
Program Consultant (Psychology)	5/30/93	—	—
Program Consultant (Rehabilitation Therapy)	5/20/93	--	--
Program Consultant (Social Work)	5/20/93	--	--
Program Consultant (Teaching)	5/20/93	—	—

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

ADMINISTRATIVE LAW JUDGE,
PUBLIC EMPLOYMENT RELATIONS BOARD
Series Specification
(Established January 25, 1978)

SCOPE

This series specification describes ~~three~~ two Administrative Law Judge, Public Employment Relations Board, classification levels.

Incumbents in these classes conduct quasi-judicial unfair practice, representation, and other hearings for which provision is made in the laws and regulations administered by the Public Employment Relations Board and render decisions at the conclusion of these hearings; control the course of the hearing; administers oaths; rules on the relevancy or admissibility of evidence; issues subpoenas; prepares proposed decisions; and performs other related duties.

~~The Chief Administrative Law Judge, Public Employment Relations Board, C.E.A., class is managerial, having significant responsibility for formulating and administering PERB policies and reviewing the decisions of lower level hearing officers for conformity with State laws, established policies of the Board, and precedent cases.~~

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
OY40	6122	Administrative Law Judges I, Public Employment Relations Board
OY45	6123	Administrative Law Judge II, Public Employment Relations Board
OY47	6129	Chief Administrative Law Judge, Public Employment Relations Board, C.E.A.

DEFINITION OF LEVELS

ADMINISTRATIVE LAW JUDGE I, PUBLIC EMPLOYMENT RELATIONS BOARD

Under direction, incumbents conduct quasi-judicial unfair practice, representation, and other hearings for which provision is made in the laws and regulations administered by the Public Employment Relations Board and render decisions at the conclusion of these hearings.

ADMINISTRATIVE LAW JUDGE II, PUBLIC EMPLOYMENT RELATIONS BOARD

Under general direction, incumbents perform the duties listed above and perform the most complex and sensitive case settlement work of the agency. As appropriate, may assist in the administrative work relating to the agency's hearing function.

~~CHIEF ADMINISTRATIVE LAW JUDGE, PUBLIC EMPLOYMENT RELATIONS BOARD,
C.E.A.~~

~~Under general direction, the incumbent plans, organizes the work, and
directs the staff of the Division of Administrative Law and reviews
hearing officer decisions for consistency.~~

MINIMUM QUALIFICATIONS

ALL LEVELS:

Active membership in The State Bar of California and admission to practice law* in any state in the United States or the District of Columbia for at least five years immediately preceding application for appointment.

ADMINISTRATIVE LAW JUDGE I, PUBLIC EMPLOYMENT RELATIONS BOARD

Either I

1. One year of experience in the conduct of judicial or quasi-judicial hearings in the capacity of presiding officer. (If this experience was gained with the Public Employment Relations Board, applicants who have completed six months of the required experience will be admitted to the examination, but must complete one year of such experience before they will be eligible for appointment.); or
2. One year of labor relations experience performing one or a combination of the following:
 - a. Interpretation and settlement of grievances arising under labor agreements; or
 - b. Negotiation and preparation of labor agreements; or
 - c. Conciliation, mediation, or arbitration of labor disputes; or
 - d. Responsible work in the investigation and settlement of complaints regarding the violation of State or Federal labor laws; or
3. One year of experience with the Public Employment Relations Board involving the research and preparation of Public Employment Relations Board decisions; or the administrative screening and

processing of representation and unfair labor practice cases.
(Applicants who have completed six months of the required
experience will be admitted to the examination, but must complete
one year of such experience before they will be eligible for
appointment.)

Or II

Five years of experience in the practice of law* (preferably in the
field of labor law) which shall have included at least two years of
experience in the presentation of evidence and examination of witness
before a trial court or quasi-judicial administrative body.

ADMINISTRATIVE LAW JUDGE II, PUBLIC EMPLOYMENT RELATIONS BOARD

Either I

One year of experience performing the duties of an Administrative Law
Judge I, Public Employment Relations Board.

Or II

1. Two years of experience in the conduct of judicial or quasi-
judicial hearings in the capacity of presiding officer; or
2. Two years of labor relations experience performing one or a
combination of the following:
 - a. Interpretation and settlement of grievances arising under
labor agreements; or
 - b. Negotiation and preparation of labor agreement; or
 - c. Conciliation, mediation, or arbitration of labor disputes; or
 - d. Responsible work in the investigation and settlement of
complaints regarding the violation of State or Federal labor
laws; or
3. Two years of experience with the Public Employment Relations
Board involving the research and preparation of Public Employment
Relations Board decisions; or the administrative screening and
processing of representation and unfair labor practice cases.
(Applicants who have completed 18 months of the required
experience will be admitted to the examination, but must complete
two years of experience before they will be eligible for
appointment.)

Or III

Five years of experience in the practice of law* (preferably in the
field of labor law) which shall have included at least three years of
experience in the presentation of evidence and examination of
witnesses before a trial court or quasi-judicial administrative body.

~~CHIEF ADMINISTRATIVE LAW JUDGE, PUBLIC EMPLOYMENT RELATIONS BOARD,
C.E.A.~~

Either I

~~One year of experience in the California state service performing the
duties of an Administrative Law Judge II, Public Employment Relations
Board.~~

Or II

~~Two years of experience in the California state service as an
Administrative Law Judge I, Public Employment Relations Board.~~

Or III

~~Three years of experience in the conduct of judicial or quasi judicial
hearings in the capacity of presiding officer.~~

Or IV

~~Broad and extensive experience (more than five years) in the practice
of law, which shall have included at least three years of experience
in the presentation of evidence and the examination of witnesses
before a trial court or quasi judicial administrative body and at
least two years in an administrative or supervisory capacity.~~

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: Legal principles and their application; conduct of
hearings under the laws and regulations administered by the Public
Employment Relations Board; rules of evidence governing such procedure
and the laws relating to service notices, taking depositions, and
issuing subpoenas; legal research; relevant court decisions, NLRB
decisions interpreting the National Labor Relations Act as it relates
to the laws administered by the Public Employment Relations Board, and
PERB decisions; court decisions interpreting the power of
administrative boards and agencies; and principles and theories of
administrative law and the judicial review of administrative actions.

Ability to: Conduct fair and impartial hearings in a manner that will
obtain all pertinent evidence and secure confidence and respect;
maintain a fair and impartial attitude of mind without bias or
prejudice; perform research; analyze, appraise, and apply legal
principles, evidence, and precedents to legal problems; make accurate
summaries of evidence and prepare appropriate findings and conclusions
of law and make recommendations based on such facts; and ~~communicate~~
communicate effectively; and establish and maintain cooperative
relations with those contracted in the course of the work.

ADMINISTRATIVE LAW JUDGE II, PUBLIC EMPLOYMENT RELATIONS BOARD

Knowledge of: All of the above, and a wide in-depth understanding of administrative law and procedure; and in-depth understanding of the law of evidence.

Ability to: All of the above, and plan and budget effectively; establish uniform procedures; recruit, train, and develop a staff; and effectively contribute to the department's ~~affirmative action~~ equal employment objectives.

SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:

Willingness to travel; tact; judicial temperament; and normal hearing.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Administrative Law Judge I, Public Employment Relations Board	1/25/78	4/17/84	3/1/83
Administrative Law Judge II, Public Employment Relations Board	1/25/78	4/17/84	3/1/83
Chief Administrative Law Judge, Employment Relations Board, C.E.A.	9/22/82	4/17/84	3/1/83

*Experience in the "practice of law" or "performing legal duties" or "legal experience" is defined as only that legal experience acquired after admission to The Bar.

ccd/sks

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

FAIR EMPLOYMENT AND HOUSING COUNSEL
Series Specification
(Established January 30, 1980)

SCOPE

The classes in this series are used in the Department of Fair Employment and Housing and the Fair Employment and Housing Commission to provide a wide variety of specialized legal services in various program areas.

Incumbents in these classes may be responsible for preparing and litigating cases before boards, commissions, hearing officers, trial courts, or appellate courts; providing legal advice and opinions to management or members of the public on legal issues arising out of the programs of the Department; analyzing, proposing, and drafting legislation; preparing legal opinions; testifying before legislative committees; conducting hearings; doing legal research; ~~directing the work of~~ and lead over lower level attorneys or other legal staff.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
OI65	6110	Fair Employment and Housing Counsel
OI50	6065	Senior Fair Employment and Housing Counsel (Supervisor)
OI55	6115	Senior Fair Employment and Housing Counsel (Specialist)

ENTRY LEVELS

Entry into this class series requires membership in The State Bar of California. The class of Graduate Legal Assistant, which requires eligibility to take The California Bar examination, is also used to recruit those interested in pursuing legal careers in the State service.

DEFINITION OF LEVELS

FAIR EMPLOYMENT AND HOUSING COUNSEL

This is a recruitment and developmental class for persons qualified to practice law in the State of California. Incumbents assigned to Range A perform the least difficult professional legal work in the Department of Fair Employment and Housing and the Fair Employment and Housing Commission. Based upon the appropriate alternate range criteria, incumbents advance to Range B, C, and D and are assigned

progressively more difficult professional legal work as their competence increases. Incumbents assigned to Range D are assigned the more complex and sensitive legal work in the Department or Commission; may serve in a lead capacity over lower level legal staff; and do other related legal work.

SENIOR FAIR EMPLOYMENT AND HOUSING COUNSEL (SUPERVISOR)

Under general direction, to supervise the legal work of lower level attorneys in the Department or Commission, and in addition, may personally perform the most sensitive and complex legal work; provide policy and program direction to staff and advise the program administrator on various program legal matters. Incumbents in this class are experts in a broad or exceedingly complex area of discrimination law, labor relations law, housing and public accommodation law, or industrial relations law who plan, organize, and direct the work of a small staff of attorneys; evaluate the performance of subordinate staff and take or effectively recommend appropriate action; develop strategy and tact in handling the most complex legal issues in the Department or Commission; and do other related legal work.

~~SENIOR FAIR EMPLOYMENT AND HOUSING COUNSEL (SPECIALIST)~~

~~Under general direction, to effectively perform the most sensitive and complex legal work of the Department or Commission and in addition, may act in a lead capacity over lower level attorneys when the work is so complex as to require both a first-line supervisor and a lead attorney. Incumbents in this class are experts in a broad or exceedingly complex area of discrimination law, labor relations law, housing and public accommodation law, or industrial relations law and work with broad discretion and independence. They are assigned the most difficult and sensitive legal research, discovery, negotiations, hearings, and opinion drafting; develop legislative proposals, prepare legislative analyses, and represent the Department or Commission before the Legislature; develop regulations and coordinate their passage through the Office of Administrative Law process; enforce Commission orders or settlement agreements by injunction proceedings; seek temporary restraining orders or preliminary injunctions and coordinate such requests with the Attorney General's Office; provide policy and legal advice to department and commission staff on various program legal matters; and do other related legal work.~~

MINIMUM QUALIFICATIONS

ALL LEVELS:

All candidates must have membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.)

Special experience is defined as that experience in the practice of law* dealing with one or more of the following: discrimination law, labor relations law, housing and public accommodation law, or industrial relations law that will have provided a knowledge and understanding of the special problems and laws associated with securing protection of the law to persons in the labor market.

FAIR EMPLOYMENT AND HOUSING COUNSEL

Membership in The State Bar of California. (Applicants must have active membership in The State Bar of California before they will be eligible for appointment. Applicants who are not members of The State Bar of California but who are eligible to take The California State Bar examination will be admitted to the examination but will not be considered eligible for appointment until they are admitted to The State Bar.)

SENIOR FAIR EMPLOYMENT AND HOUSING COUNSEL ~~(SUPERVISOR) AND~~
(SPECIALIST)

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement. Experience in the California state service applied toward "Pattern II" must include the same level of qualifying experience as required in "Pattern I".

Either I

Two years of experience in the California state service performing legal duties* with a level of responsibility equivalent to Fair Employment and Housing Counsel, Range D. (Applicants who have completed 18 months of the required experience will be admitted to the examination, but must complete two years of such experience before they will be eligible for appointment.)

Or II

Broad and extensive experience (more than six years) in the practice of law* of which four years includes the special experience defined above and of which one year includes serving in a lead or supervising attorney capacity.

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: Legal principles and practice with particular reference to discrimination law, labor relations law, housing and public accommodation law, industrial relations law; legal research methods, court procedures, and rules of evidence and procedure; administrative law and the conduct of proceedings before administrative bodies; legal terms and forms in common use; statutory and case law administered or enforced by and the purpose, organization, and procedures of the Department of Fair Employment and Housing and the Fair Employment and Housing Commission; and obligations of public officials and administrative boards and agencies.

Ability to: Analyze legal principles and precedents and to apply them to complex legal and administrative problems; perform and direct legal research; present statements of fact, law, and argument clearly and logically in written and oral form; interpret, analyze, and draft opinions, pleadings, rulings, regulations, and legislation; negotiate effectively; recognize the special legal problems of employee/employer relations and protective labor laws; effectively plan and engage in discovery, including depositions and interrogatories, and to compel production or attendance of/at same; independently prepare and present difficult and complex cases before boards, commissions, trial courts, and appellate courts; and organize and direct the work of clerical staff, professional assistants, and lower level attorneys.

A greater degree of these "Knowledge and Abilities" is required at each higher level.

~~SENIOR FAIR EMPLOYMENT AND HOUSING COUNSEL (SUPERVISOR)~~

~~Knowledge of: All of the above, and the Department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.~~

~~Ability to: All of the above, and effectively contribute to the Department's affirmative action objectives.~~

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Fair Employment and Housing Counsel	9/1/87	1/23/90	1/23/90
Senior Fair Employment and Housing Counsel (Supervisor)	1/30/80	1/23/90	1/23/90
Senior Fair Employment and Housing Counsel (Specialist)	1/23/90	1/23/90	1/23/90

Experience in the "practice of law" or "performing legal duties" is defined as only that legal experience acquired after admission to The Bar.

ccd/sks